

Architectural and Site Design Guidelines Bolton, Connecticut

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Bolton Planning and Zoning Commission

TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION	1-5
1.1 OVERVIEW	1-6
1.2 DESIGN GUIDELINE ORGANIZATION	1-7
1.3 APPLICABILITY AND DESIGN INTEGRATION	1-8
1.4 RELATED DOCUMENTS	1-9
1.5 DESIGN REVIEW REQUIREMENTS	1-10
1.6 THE TOWN OF BOLTON: HISTORIC CONTEXT	1-12
CHAPTER 2: PLANNING AND DESIGN CONSIDERATIONS	2-17
2.1 OVERVIEW	2-18
2.2 DESIGN AND THE HUMAN SCALE	2-19
2.3 TOWN HISTORY	2-20
2.4 MASTER PLANNING AND SITE DESIGN	2-21
2.5 CONNECTIVITY: THE COMMUNITY FABRIC	2-22
2.6 SUSTAINABLE DESIGN INTEGRATION	2-23
2.8 ACTIVE DESIGN	2-24
2.9 TRANSIT ORIENTED DEVELOPMENT	2-25
2.10 LOW IMPACT DEVELOPMENT: STORMWATER MANAGEMENT AND SOIL EROSION CONTROL	2-26
2.12 <i>Streetscapes and Walkability</i>	2-27
2.13 <i>Building Location and Architectural Rhythm</i>	2-29
2.14 HANDICAP ACCESSIBILITY AND UNIVERSAL DESIGN	2-29
2.15 PUBLIC SAFETY	2-30
2.16 <i>Mechanical Systems, Solar Panels and Satellite Dishes</i>	2-31
CHAPTER 3: DEVELOPMENT CONSIDERATIONS WITHIN THE ROUTE 44 AND 6 CORRIDORS	3-32
3.1 ROUTE 44 CORRIDOR	3-33
3.2 ROUTE 6 CORRIDOR	3-34
CHAPTER 4: COMMERCIAL, MIXED USE & MULTI-FAMILY DEVELOPMENT	4-35
4.1 SITE DESIGN	4-36
4.1.1 <i>General</i>	4-36

4.1.2	<i>Vehicular Circulation</i>	4-37
4.1.3	<i>On Street and Off Street Parking Areas</i>	4-39
4.1.4	<i>Pedestrian Circulation and Spaces</i>	4-41
4.1.5	<i>Service and Refuse Areas</i>	4-43
4.1.6	<i>Buffers and Screening</i>	4-44
4.1.7	<i>Multi Building Developments</i>	4-45
4.2	ARCHITECTURAL DESIGN.....	4-47
4.2.1	<i>General</i>	4-47
4.2.2	<i>Facades</i>	4-48
4.2.3	<i>Building Materials</i>	4-50
4.2.4	<i>Roof Lines and Treatments</i>	4-51
4.2.5	<i>Awnings and Canopies</i>	4-52
4.2.6	<i>Renovations, Alterations and Additions</i>	4-53
4.2.7	<i>Franchise Architecture</i>	4-54
4.2.8	<i>Large Scale Buildings</i>	4-55
4.2.9	<i>Service and Gas Stations, Convenience Stores, Car Washes and Drive-Thrus</i>	4-56
CHAPTER 5: RESIDENTIAL DEVELOPMENTS		5-58
5.1	SITE DESIGN	5-59
5.1.1	<i>Driveways, Alleys, & Parking</i>	5-59
5.1.2	<i>Location of Garages & Accessory Structures</i>	5-60
5.1.3	<i>Corner Lots</i>	5-62
5.1.4	<i>Providing and Delineating Private Spaces</i>	5-62
5.1.7	<i>Providing Public Spaces and Recreation</i>	5-63
5.2	ARCHITECTURE.....	5-64
5.2.1	<i>Common Residential Architectural Styles</i>	5-64
5.2.2	<i>Common Architectural Terminology</i>	5-66
5.2.3	<i>Greek Revival</i>	5-68
5.2.4	<i>Victorian</i>	5-69
5.2.5	<i>Colonial and Farmhouse</i>	5-70
5.2.6	<i>Cape Cod</i>	5-71
5.2.7	<i>Ranch, Contemporary and Additional Typologies</i>	5-72
5.2.8	<i>Additions and Adaptive Reuse</i>	5-72
5.2.9	<i>Building Mass and Scale</i>	5-73
5.2.10	<i>Roof Lines and Treatments</i>	5-74

5.2.11	<i>Garages and Garage Doors</i>	5-75
5.3	<i>Transitional Zones: Indoors to Outdoors</i>	5-77
5.3.1	<i>Colors, Materials and Details</i>	5-77
5.3.2	<i>Balconies and Decks</i>	5-78
5.3.3	<i>Entryways and Porches</i>	5-78
5.3.4	<i>Windows and Doors</i>	5-79
CHAPTER 6: LIGHTING		6-80
6.1	<i>General</i>	6-81
6.2	<i>Layout and Fixture Selection</i>	6-82
6.4	<i>Building Facades and Other Features</i>	6-84
6.5	<i>Gas Stations, Convenience Stores and Drive-Thrus</i>	6-85
CHAPTER 7: SIGNAGE		7-86
7.1	GENERAL – ALL SIGNAGE	7-87
7.2	FACADE MOUNTED SIGNS	7-89
7.3	<i>Multi-Tenant Properties</i>	7-90
7.4	<i>Signage Lighting</i>	7-91
7.5	TEMPORARY SIGNS	7-93
CHAPTER 8: LANDSCAPING, PLANT SELECTION AND DESIGN		8-94
8.1	GENERAL	8-95
8.2	PARKING LOTS AND DRIVES	8-98
8.3	COORDINATION WITH ARCHITECTURE AND CIRCULATION	8-100
8.4	LANDSCAPE MAINTENANCE	8-101

Chapter 1: Introduction

1.1 Overview

PURPOSE: *The Bolton CT Architectural and Site Design Guidelines is to provide guidance for project planning and design, its integration within a neighborhood, and promote quality design and construction for commercial, mixed use, and high density residential developments that are part of Incentive Housing Zones and mixed use developments, when the residential use is either directly or indirectly mixed within the proposed development.*

The *Bolton CT Commercial and Mixed Use Design Guidelines* (the Design Guidelines) is an essential tool for providing guidance for planning and design of new and infill development in commercial, mixed use and Incentive Housing Zones throughout the Town of Bolton (the Town). The Design Guidelines will assist in ensuring new, renovated and infill development is designed and constructed in a manner that is compatible with the town's historic context, neighborhood character and architectural styles throughout the Town. The Design Guidelines encourage a sustainable and prosperous economic environment.

These guidelines complement various policies and guidance already in place within the Town. The guidelines share similar goals and objectives, but the Design Guidelines focus on the building and spaces between as a unique, comfortable and safe environment.

As the title of this document implies, these Design Guidelines are not intended to constitute a rigid set of requirements, but rather to guide the design process for the applicant, the Commission, and the public. Where dimensional or other numeric criteria are provided, they shall nonetheless be deemed as advisory and not mandatory. Where these Guidelines conflict with the Zoning Regulations, the Regulations shall prevail. Where the Commission approves an application that is inconsistent with these Design Guidelines, such approval shall be deemed to be a waiver or modification of the Design Guidelines, whether or not expressly stated in such approval motion.



To accomplish this goal, the following objectives shall be a priority for all development:

- Create architectural styles that are compatible with each other and harmonious with the surrounding architecture and neighborhood fabric.
- Create a unique sense of place that promotes pride and social interaction among residents and visitors.
- Ensure that the community is open and accessible to all Bolton residences.
- Promote transit oriented design

The Design Guidelines promote high quality architecture and compatibility with existing neighborhoods and consistency in style throughout the Town. The Design Guidelines encourage the use of architectural styles that define the character of the Town and that the community values.

The Design Guidelines are not intended to dictate one particular architectural style, prohibit new types of development, or discourage the use of progressive sustainable materials or new technologies. They are intended to be a guide during the preliminary planning, design, permitting, and construction phases. The Design Guidelines foster well designed, livable, visually appealing neighborhoods.

1.2 Design Guideline Organization

PURPOSE: *The Design Guidelines provides guidance for planning and design principles that are commonly encountered during a project.*



The Design Guidelines are organized sections providing recommendations on specific topics of planning and design. Generally, each topic is structured into three components. 1) *Purpose* defines the relevance of the topic as it relates to quality design, welfare of the public, or protection of resources. 2) A discussion follows explaining the importance of the topics, general concepts, and philosophy of implementing the topic. 3) *Design Guidelines* outlines methods or procedures recommended to be implemented in order to achieve the purpose of the topic. While the outline is not meant to be an exhaustive list, it provides the basis to ensure it is meeting the intent of the Design Guidelines.

1.3 *Applicability and Design Integration*

PURPOSE: *The Design Guidelines are intended to be used for all new, infill or adaptive reuse development within the Town.*

The Design Guidelines are intended to be used for new, infill or adaptive reuse for all commercial mixed use development and residential development when a part of development in a mixed use and IHOZ zone. This includes commercial, single family, duplex, townhomes, mixed use and multifamily dwellings. Primarily, the Design Guidelines will be applied Zoning Districts:

- Incentive Housing Zones
- Gateway Mixed Use Zone
- Rural Mixed Use Zone
- Neighborhood Business
- General Business
- Route 6 Hop River corridor

- Open Space Subdivisions (The Design Guidelines shall apply to overall open space subdivision design outside of mixed use and IHOZ zoning districts, and not to design of residential structures and associated private improvements.)

The following are the definitions of each residential type as defined within the Zoning Regulations:

Duplex. Same as “Dwelling, Two-Family.”

Dwelling, Multifamily. [Same as current language but add at the end] including Townhouse Dwellings.

Dwelling, Townhouse. A Multifamily Dwelling that contains three (3) or more Dwelling Units that are attached by a common or shared wall, and in which each Dwelling Unit extends from the foundation to the roof and has vacant land on at least two (2) sides. The land is generally held in common ownership

Mixed-Use. Refer to the Zoning Regulations.

1.4 **Related Documents**

PURPOSE: To ensure the Design Guidelines complement existing Town ordinances, policies, and planning documents.

The Design Guidelines have been developed to complement additional policies, ordinances, and documents prepared by the Town to regulate or guide development patterns throughout the Town. In the event a conflict is found between regulations and Design guidelines, the regulations will prevail. The user of the Design Guidelines shall consult the following documents:



A single family home with traditional front and side entries can be adopted as a duplex home that appears to be a single family residence.

- | | |
|---|---|
| 1. Plan of Conservation and Development | 4. RT 44 Bolton, CT Strategic Corridor Plan |
| 2. Zoning Regulations | 5. RT 6 Hop River Corridor Economic |
| 3. Subdivision Regulations | Development Strategy and Master Plan Study |

1.5 ***Design Review Requirements***

PURPOSE: *To encourage a comprehensive plan review process that accurately explains and depicts the application of the various aspects of the design guidelines outlined within this document.*

Design review assists both applicant and town to ensure the design guidelines outlined within this document are appropriately applied. Preliminary design review is encouraged to occur at the conceptual design stage as well as during site plan approval. The following methods and processes are recommended.

1. Preliminary Site Analysis. The applicant shall conduct an analysis of the site. The analysis shall document such pertinent information that influences the design of the site, buildings and visual impacts of adjoining and nearby properties. This includes but is not limited to steep slopes of 20% or greater, the shape of the land, wetlands/watercourse, views/vista, stone walls specimen vegetation and critical habitat. The CT Natural Diversity Database shall be consulted.
2. Viewshed Review. Bolton consists of a diverse topographic landscape with contributes to scenic views and vistas. Available GIS information shall be consulted to determine if development will impact the scenic quality from other locations throughout town. If a possible impact is anticipated, building siting, landscaping and site improvements shall be planned to mitigate visual impacts.

3. Conceptual Master Plan. A conceptual master plan shall be prepared to show the general location of future buildings, parking lots, vehicular and pedestrian circulation, common open spaces, utilities, service areas, stormwater systems and other components of site development. Multiple site elevations, sketches and/or perspective drawings are encouraged to be included in the earliest stages of the review process and the preliminary site analysis and viewshed review.
4. The master plan shall show how traffic, stormwater systems and utilities will be integrated and coordinated with adjacent properties, pedestrians, cyclists and transit and vehicular traffic.
5. Illustrate the measures that will be taken to preserve significant natural or cultural features such as wetlands, specimen trees or stone wall.
6. If to be constructed in phases, the sequence of development and the steps to be taken to ensure compatibility between proposed and future activities.
7. All elevations of proposed buildings shall be evaluated as part of the design review and shall be consistent with the architecture to be built and accurate in context with the environment.

1.6 The Town of Bolton: Historic Context

PURPOSE: *To ensure building and site design respects and is compatible with the historic styles and rural character of the Town of Bolton.*

Bolton enjoys a rich history, an intact inventory of historic buildings, farms, woodlands and scenic vistas. Instrumental in the settlement and independence of the United States, Bolton strives to preserve its heritage and architectural character while promoting economic growth. All applications shall be compatible with the historic nature and celebrate the communities heritage and unique qualities by:

1. Development (site and building) shall respect the architectural styles prevalent within the community.
2. Understanding the significance of historic events at or near the development site and integrated into the naming, branding, and design of the development.
3. Wherever feasible, interpretive panels or markers that bring awareness to the town's culture and heritage shall be integrated into the planning and design.
4. The following images represent the town's character and every effort shall be made to enhance and celebrate this sense of place.



Bolton Heritage Farm: Perhaps the focal point of the community, the Rose Farm exemplifies the beauty of New England farmlands. The rolling terrain, stone walls and vegetation are clear examples of rural New England. The architecture and landscape can bring inspiration to any development project.



Historic Bolton Center: Representative architecture of Bolton Center, a traditional rural agricultural town center.





Views and Historic Architecture are dominant and unique aspects that contribute to Bolton's community character and strong sense of pride. The view to the right overlooks the Hop River valley and Route 6 corridor. Development along Route 6 could have an impact on this viewshed. The Jared Cone house, c. 1780-1810, is an example of the federal style. Its barn, attached to the rear of the house, depicts how, even a larger structure, can be integrated into the architecture of the principal building while not dominating the landscape.



Bolton Businesses: These businesses, located adjacent to each other and within a Neighborhood Business Zone, represent high quality examples of how a business can be successful, the structures designed in context with the community and the neighborhood. Their presence reinforce the streetscape, neighborhood and while still positively contributing to the local economy.



Chapter 2: Planning and Design Considerations

2.1 Overview

PURPOSE: *Special Planning and Design Considerations applies to unique and common issues that may be applicable to all forms of development.*

Development impacts the neighborhoods it is situated within, the natural resources, influences the quality of life, and the public's health, safety and welfare. The planning, design and construction industry has increasingly become aware of how decisions regarding development influence these various aspects. New standards, rating systems, methods, and permitting policies continue to evolve in an attempt to mitigate the impact development has on natural and financial resources and quality of life. *Chapter 2: Planning and Design Considerations* discusses some of the evolving strategies that have applicability to development within Bolton and elements commonly found within a development that influence quality of life for residents.



Streetscape defined by residences and buildings close to the street frontage, decorative lighting and sidewalks reinforce a pleasant pedestrian environment. Reinforced by public spaces and buildings help to create traditional residential that promote social interaction and a sense of place.

2.2 Design and the Human Scale

PURPOSE: *Designing for the human scale creates unique, vibrant, and pleasant spaces that encourages social interaction, healthy neighborhoods, and creates pride throughout the community.*

The Design Guidelines are an essential tool for higher-density developments. Higher-density development by its nature places buildings and site features in closer proximity to one another. Therefore, the details, patterns, scale, and rhythm of one building is influenced by those of nearby structures and harmony becomes of utmost importance. Buildings can also define public spaces such as streets, courtyards, and village greens where people gather. The most comfortable public spaces for such activity are built at a human scale. The human scale is therefore an important aspect of creating a livable and pleasant residential community.

Design Guidelines

1. Front porches and stoops facing the streets
2. Sidewalks, benches, and tranquil spaces
3. Street trees and plantings
4. Orientation of uses
5. Pedestrian friendly environments
6. Multimodal transportation amenities (i.e. bus shelters) along routes for existing and proposed/planned transit routes
7. Bike storage at employers/transit or racks for temporary use (approx. 1 hour)
8. Shower facilities for employees who commute through alternative means
9. Connectivity and linkages to open space/recreation areas and bike lanes
10. Low scale site lighting
11. Architectural detailing
12. Minimal curb cuts



Narrow roadways, fences and landscaping also contribute to a pedestrian oriented environment, as depicted in the above photos from Edgartown and Mashpee, MA.

13. Fences or other defining means (i.e. hedges) delineating public space from private space and between private spaces
14. Spacing between buildings
15. Integrate pocket parks.
16. Promote on street parking.

2.3 Town History

PURPOSE: *Embracing the rich heritage of the community and integrating elements of the past into a project's design celebrates and preserve what has made Bolton a great town to live, work and play.*

The design and planning of both site and building elements shall be reminiscent of Bolton's heritage and respect cultural resources.

Design Guidelines

1. Preserve existing stone walls or rebuild when their preservation is not feasible.
2. Use site amenities that blend with the indigenous character of the landscape.
3. When development is proposed upon or near a site of significant historical events or uses the development shall celebrate its history by integrating design patterns or commemorative monuments within the plan.



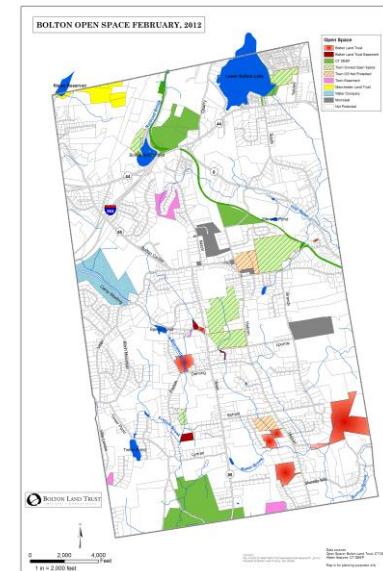
2.4 Master Planning and Site Design

PURPOSE: To create a plan that respects and responds to natural, cultural and community resources.

Initial master planning and site design shall be executed with the project's architectural goals and objectives in an integrated fashion. Ensuring that the building design responds to the particular demands of a given site can reduce development costs, preserve the landscape, and respect the existing built environment. The guidelines noted below will assist in guiding initial planning and present suggestions for detailed design within public rights of way and private spaces.

Design Guidelines

1. Protect the natural, historic and cultural resources
2. Respect the existing patterns and features of the built environment such as street patterns and building walls
3. Preserve and enhance views and vistas
4. Deal appropriately with slopes and landforms
5. Protect mature and specimen vegetation
6. Protect and preserve stone walls
7. Provide linkages to open space and recreation
8. Offer active recreation options to promote physical exercise and 'healthy neighborhoods'
9. Respect for existing building lines along existing and proposed streets
10. Protect the historical context of the community by enhancing existing neighborhoods and creating new neighborhoods using traditional village styles
11. Utilize access management to reduce curb cuts and promote linkages between properties



During the initial planning stages, site and regional resources shall be considered. Using GIS or other digital means, the design team and town can make informed decisions that respond to a site's characteristics.



12. Provide clear and organized pedestrian connections within parking areas and the linkages to the development its serves – including integrating connections to the public right of way and other nearby properties the Commission feels is in the best interest for all nearby development.
13. Provide parking and storage for bicycles and other nonmotorized forms of transportation.
14. All proposed improvements shall consider the human scale; lighting, building facades and materials, landscaping, and hardscape shall be selected based upon its appropriateness for a pedestrian oriented environment.

2.5 *Connectivity: The Community Fabric*

PURPOSE: *To integrate development into the existing fabric of the Town and reduce dependence upon the automobile by promoting connectivity with existing development patterns.*

The community fabric is the physical form of a community. This form organizes, defines, and characterizes the place. Properly designed, a fabric contributes to creating a vibrant walkable place that is integrated into the existing fabric of its surroundings.

Design Guidelines

1. Promote loop or u-roads and align intersections with existing roadway network when public safety is not compromised. When vehicular access is not feasible plan for pedestrian streets to maintain connects between neighborhoods.
2. All sidewalks shall connect to other walkways. When a walk terminates at a property line and at a point for a future walk, a paved walk surface shall be provided to the edge of an existing paved public right of way.
3. Integrate bump outs along roads to enhance pedestrian connections.
4. Integrate bike lanes into all public rights of way and corridors of travel.

2.6 Sustainable Design Integration

PURPOSE: *To reduce energy consumption, create walkable communities, reduce dependence on the automobile, and conserve natural resources.*

Applicants are encouraged to employ sustainable and energy-efficient planning, design, and construction methods. Planning for solar gain; rooftop solar power; recapturing rain water; using recycled materials and locally manufactured products; utilizing indigenous materials; planting native flora for landscaping; and using energy-efficient foundation and wall insulation that meet or exceed code requirements are strongly encouraged. Various planning and design guidelines exist that can help prioritize and plan for these methods including LEED, LEED-ND, and EnergyStar. It is encouraged that these documents be consulted and, when appropriate, incorporated into the planning and design of renovations and new construction.

Design Guidelines

1. Consult various sources as noted above and determine the appropriate certifications, principals and criteria to be implemented. Attempt to incorporate as many of the concepts and principals into the development of building and site.



2.8 Active Design

PURPOSE: To promote the design of healthy buildings, streets and public spaces that facilitates physical activity during daily routines. Increased physical activity helps to combat obesity and related diseases and facilitates healthier lifestyles.

Active design is the process of designing features within the landscape and buildings that promotes physical activities in daily lives by discouraging sedentary behavior. Obesity and related diseases have significantly increased during the past decades and corresponds to design trends that promote the use of automobiles and mechanical means to help pedestrians move through public spaces.

Design Guidelines¹

Site Design

1. Develop and maintain mixed land use in Town neighborhoods.
2. Improve access to transit and transit facilities.
3. Improve access to plazas, parks, open spaces, and recreational facilities, and design these spaces to maximize their active use where appropriate.
4. Improve access to full-service grocery stores and fresh produce.
5. Design accessible, pedestrian-friendly streets with high connectivity, traffic calming features, landscaping, lighting, benches, and water fountains.
6. Facilitate bicycling for recreation and transportation by developing continuous bicycle networks and incorporating infrastructure like safe indoor and outdoor bicycle parking.

¹ Source: [Active Design Guidelines: Promoting Physical Activity and Health in Design](#), copyright 2010, Town of New York



2.9 Transit Oriented Development

PURPOSE: *To reduce the dependence on automobiles, increase access to public transportation and decrease the consumption of energy and emissions.*

Transit oriented development (TOD) helps to promote walkability and reduce dependence on the automobile. Transit oriented development shall be considered for high density developments including commercial, mixed use and residential projects. Considering the rural nature of many locations within the town of Bolton, it is recognized that TOD will likely only be accommodated along major state highways served by intermittent commuter transit services.

Design Guidelines

1. Determine the location of all transit stops near the development site. When transit stops are not present and development is along a transit route, plan for new transit stop locations.
2. Attempt to locate the site within 1/4 mile walk location or 1/2 mile biking distances to the transit stop.
3. Provide onsite bike lockers within buildings for use by residents and visitors.
4. If the development is not within 1/2 mile of a transit stop but is in close proximity of a bus route, work with the appropriate agency to incorporate a new transit stop within or nearby the development.
5. Orient building entrances, walkways and streets to minimize walking and biking distances to the transit stop.

2.10 Low Impact Development: Stormwater Management and Soil Erosion Control

PURPOSE: *To reduce the burden on infrastructure, heat island effects, mimic natural drainage patterns, rates and quantities, promote groundwater recharge and treat stormwater prior to discharge.*

Preservation of the community's natural resources can be accomplished in part by considering site features. Without appropriate management of surface water runoff and infiltration, groundwater and surface water quality can be compromised. In addition to the local, state and federal requirements to manage stormwater, developments are required to employ the evolving techniques of low impact development (LID). These techniques reduce stormwater management area footprints, reduce overall disturbances, enhance stormwater quality and reduce quantity. The following list is a general guide of current LID techniques that shall be considered for development:

Design Guidelines

1. Site development shall conform to the current Connecticut Department of Energy and Environmental Protection Stormwater Quality Manual, Guidelines for Soil Erosion and Sediment Control and Bolton Zoning Regulations.
2. Low Impact Development techniques shall be used for stormwater management and soil and erosion control. Consult the appendices of the Low Impact Development and Stormwater General Permit Evaluation.
3. Low Impact Development and stormwater management shall be integrated into the overall site design and planned in a manner that the techniques appearance is part of the landscape and hardscape.
4. An overall stormwater management plan shall be designed by a the appropriate licensed professional as appropriate for the site and required by law.

5. It is strongly encouraged that a landscape architect collaborates in the design and selection of LID and other stormwater elements.
6. Large contiguous detention / retention areas are strongly discouraged. Storage areas shall be broken into small areas.
7. Indigenous planting shall be included within storage areas to help treat stormwater and create habitat.
8. Detention / retention areas shall not be located in locations visible from the street or public spaces.
9. When a detention / retention area must be located along a right of way, entry or other highly visible location, the design, configuration, landscaping and screening shall be carefully integrated into the overall design of the development and made to appear that the stormwater management area is integrate to the landscape.
10. Above and below grade detention areas are discouraged and should be the last resort means to treat and detain run-off if Low Impact Development methods cannot be employed or adequately address SWM of the site."

2.12 Streetscapes and Walkability

PURPOSE: *To create streetscape that are at a scale appropriate for all communities, pedestrian oriented and accommodate multiple modes of transportation.*

Streets and public rights of way serve several purposes beyond the utilitarian use of vehicle movement. Streets and rights of way are social spaces that allow users to recreate, socialize, and travel on foot or bicycle. Streets are also the primary means of presenting a place to visitors through "gateways" that visually identify arrival at a village or community. It is essential that new roads and improvements to existing roads consider these contextual considerations. Narrowing roadway widths shall be promoted when appropriate. Pedestrian-scale features such as lighting,



Streets shall be designed to accommodate all users. Sidewalk ramps with texture, crosswalks that are well marked, and bike lanes contribute to the pedestrian environment of a residential and mixed use development.

textured crosswalks, street trees, pole-mounted banners and other site amenities and social spaces shall be incorporated.

Design Guidelines

1. Incorporate 'complete streets' concepts – plan for vehicle, bike, and pedestrians
2. Connect the right of way to open space via signage and linkages
3. Sidewalks shall be provided and constructed of a durable all weather material.
4. Provide crosswalks when all walks lead to a street. Walkway shall be continued on the opposite side (no dead end sidewalks shall be constructed).
5. Curbing may be provided when a closed drainage system is deemed the only appropriate means of storm water management. Curb materials shall be consistent with the nature of the development. Granite curb shall be considered in high traffic areas or developments of high density. Concrete curb may be considered in all other locations. Bituminous curbing is strongly discouraged.
6. Provide locations for snow storage.
7. Horizontal and vertical roadway alignments shall be designed to take advantage of views, preserve ridgelines, avoid rock outcroppings and flow with the natural topography of the landscape.
8. A landscape architect shall provide a streetscape planting plan that mitigates areas that have been cleared – restoring these locations to their natural state by utilizing indigenous plantings complementary to the surroundings.

2.13 Building Location and Architectural Rhythm

PURPOSE: *To position residential units associated with the mixed use zones in a manner that contributes to creating a pedestrian scale street.*

In addition to the travel way of a street, building placement and the relationship among architectural styles can define a human scale streetscape. Buildings can be used to calm traffic by creating “street walls” on either side of the right of way. The narrower the street wall, the greater sense of enclosure and the more likely that vehicle will travel more slowly. Single-family development in existing neighborhoods must be well integrated with existing adjacent architecture.

Design Guidelines

1. New development shall stylistically be consistent with buildings in the area so long as they are in character with the overall architectural character defined in 1.6 the Town of Bolton: Historic Context.

2.14 Handicap Accessibility and Universal Design

PURPOSE: *To create an environment in mixed use zones that provides access to public spaces, buildings and homes for individuals who have limited mobility.*

In addition to the required handicap accessible requirements mandated by state and local building codes, developments are encouraged to take into consideration how the disabled or physically challenged visit a building and circulate within it. The concept of ‘visitability’ promotes development - specifically housing - that accommodates the needs of everyone, even if the



Resources

Guidelines for Visitability and Universal Design:

Refer to AARP Website

dwelling unit is not specifically designed to be handicap accessible. Visitability helps to promote social interaction by allowing neighbors to be able to and comfortable visiting other neighbors. Visitability can be accomplished by incorporating simple design elements into the development.

Design Guidelines

1. Make at least one entrance handicap accessible
2. Provide one bathroom on the first floor and make it handicap accessible
3. Allow handicap accessible access between the main living areas and dining spaces
4. Make public spaces and recreation areas handicap accessible and reduce barriers throughout.
5. Landscape with the elderly and disabled in mind (i.e. accessible garden spaces, containers, etc).

2.15 Public Safety

PURPOSE: *To protect the health safety and welfare of the community.*

All planning and design of site and buildings shall take into account the needs of public safety providers and the adopted State, building and fire codes. This consideration shall begin at the early stages of planning by incorporating the necessary public safety professionals into the planning process. This includes understanding the requirements of fire access and protection, visibility to promote a safe and secure property, and the efficient movement of vehicles and equipment throughout the property and within buildings. The appropriate means of fire protection shall also be incorporated into the design. This includes cisterns, hydrants (where public water is provided), stand pipes or other means as deemed necessary by local officials.

2.16 Mechanical Systems, Solar Panels and Satellite Dishes

PURPOSE: *To reduce the visual clutter and unsightly views that can be created by building infrastructure units.*

Modern mechanical systems for heating, air conditioning and other services are common components of residential buildings. Generally, compressor units shall be placed in the side or rear yards of structures. Where units are highly visible, appropriate landscaping or fencing shall be used to screen the mechanical systems from public view.

Design Guidelines

1. Roof top units shall be screened with parapet or enclosed within architectural features. Whether mechanical units are located upon rooftops or ground mounted consideration shall be given as to views from adjacent properties and along public rights of way.
2. Consideration shall be given to topography and its impact on how views into the site and upon a roof influence the unit's visibility.
3. When solar panels are to be used upon a building, the orientation of buildings, how they relate to the site, and achieve proper solar orientation shall be considered to reduce the solar panel's appearance. Building mounted solar panels shall be integrated into the architectural design.
4. Ground mounted structures shall not be visible and screened with landscaping/fencing to minimize their visual impact.
5. It is recommended that satellite dishes be located in such a manner that they are not highly visible. If attached to the residence, the dish or antennae shall be located to the rear or side of the building, preferably on the side or rear slope of the roof where it is not visible from the street. If it is placed on the side of a building on a corner lot, or it is proven that the front yard is the only possible location, the dish must be screened with vegetation or other appropriate material so that it is not readily visible from the right-of-way.

Chapter 3: Development Considerations within the Route 44 and 6 Corridors

3.1 Route 44 Corridor

Bolton's Route 44 corridor traverses varied landscapes and contrasting scales of development. At the Manchester/Bolton town line, development consists of commercial 'strip' style development consisting of restaurants, services, recreation and industrial uses. Many of the uses within this area contribute positively to Bolton's economic viability while some do not represent the highest and best use of the area. In most cases, development within this location is not in character with the community and does not reflect the intent of these Design Guidelines. All renovations and/or development within this location shall take into account the criteria set forth herein. Furthermore, a future vision plan for development within this location has been created and is incorporated into these Design Guidelines. *The Bolton Architectural and Site Design Guidelines Accompaniment: Concept Plan*, on file with the Bolton Land Use office, shall be referred to as an example of future development within this area.

Plans prepared by Goderre & Associates - www.goderreassociates.com

3.2 *Route 6 Corridor*

This section reserved for later use.

Chapter 4: Commercial, Mixed Use & Multi-Family Development

4.1 Site Design

4.1.1 General

PURPOSE: Each property in Bolton's commercial and mixed use areas is unique and each needs to be developed with a careful understanding of the site, while also improving the visual character, safety and function of the area.

Site development shall respect the uniqueness of each property and reinforce Bolton's historic character and sense of place. It shall create an attractive, functional and safe environment that is beneficial to business, and encourages walking and cycling to, and within, the area by providing safe, interconnected development. Site design shall also include access management to increase public safety and protects abutting residential properties through sensitive site planning, buffering, and architectural designs.

Design Guidelines

1. All plans for development/redevelopment shall be designed by appropriate licensed professionals (i.e. architects, landscape architects, civil engineers, traffic engineers) with the training to address issues of public health, safety and welfare.
2. The facades of buildings visible from a residential property shall use forms, materials, and details which are residential in nature, scale and appearance. All attempt shall be made to reduce the visibility of service areas, parking lots, outdoor storage yards and other similar features from residential properties.

3. Site plans with curb cuts onto arterial road ways shall promote efficient traffic flow and maintain a high level of safety for pedestrians and motorists.
4. Appropriate landscaping is important throughout the site. To enhance the appearance of the thoroughfare, special attention shall be give to the space between the roadway and the front of the building, this area shall be professionally landscaped with trees, flowering shrubs, fencing, stone walls and other elements. Existing healthy trees and shrubs shall be preserved or transplanted to another area on the site wherever possible.

4.1.2 Vehicular Circulation

PURPOSE: *To create a safe, logical and efficient circulation pattern that plans for pedestrian movements and minimizes unnecessary impervious surfaces.*

All development will be characterized by safe, user-friendly and efficient traffic flow. Projects will be designed to reduce the number of curb cuts, provide for safe vehicular and pedestrian movement, encourage intra-parcel travel and minimize the number of roadway trips.

Design Guidelines

1. For multi building developments, create an easily understood, that visually links buildings and physically links walks and drives.
2. Site plans shall be designed to minimize the number of curb cuts onto town and state roads to increase vehicular and pedestrian safety.
3. Shared Access. Entrances to abutting commercial properties shall be combined whenever possible.

4. The site plan shall be designed to provide pedestrian safety by separating vehicles from pedestrian areas to the greatest extent possible.
5. Parking spaces, directional arrows, crosswalks, and other ground markings shall be delineated with pavement paint or other suitable material to ensure safe circulation.
6. The site plan will be designed to discourage speeding within the site and between abutting properties. Calming techniques that can be used include speed tables, raised crosswalks, curvilinear road alignment, on-street parking, street-side plantings, neck-downs and curbed islands.
7. Where feasible, connections between parking lots and driveways on abutting properties shall be provided. The site plan design will also anticipate possible future connections to abutting undeveloped properties. Intra-connections shall provide a safe, direct access between adjacent lots in a manner that prevents them from becoming a shortcut between roadways. Cross easements may be required to allow intra-connections.
8. Safe pedestrian and bicycle connections between abutting land uses shall be provided where possible to encourage foot and bicycle traffic and minimize vehicular traffic. The site plan design will also anticipate possible future connections to abutting undeveloped properties.
9. Drives to or from drive-thrus shall minimize conflicts with pedestrian circulation.
10. When there is a conflict with pedestrian circulation, techniques will be used to increase motorist awareness such as signage, lighting, raised crosswalks, changes in paving, or other devices. Drive-through queuing shall not be located in parking areas or other areas which would cause unsafe conditions or congestion.
11. For all driveways greater than 32ft wide, a 5 ft minimum width pedestrian island shall be installed at the crosswalk for pedestrian refuge.



The top illustration shows a typical commercial development pattern, the black dots and wide black lines are the entry/exits from the parking areas. The bottom illustration has the same buildings, but through planning for access management and shared parking the road is much safer with far fewer entry points.

12. Areas for any future or potential outdoor storage and sales areas shall be included in the initial site plan design. These areas shall be designed to complement the overall development.
13. For safe pedestrian movement within the site, service and delivery drives shall be separated from internal walkways, parking areas or pedestrian use areas by landscaped islands, grade changes or other devices.

4.1.3 On Street and Off Street Parking Areas

PURPOSE: *To promote on street parking and create safe and attractive off street parking areas that are not dominated by large areas of pavement.*

Parking lots shall be designed to complement the building, adjacent buildings, and physical characteristics of the site and the character of the Town, and not be a dominant visual element in relation to the site and surrounding properties. The scale of the parking lot shall be reduced by minimizing the amount of paved surface and parked vehicles visible from the road.

Site plans shall be designed so the parking lots are inviting, pedestrian friendly places by careful attention to internal walkways, landscaping and lighting. Proper planning can ensure that parking lots balance the needs of both the vehicle and the pedestrian.

Design Guidelines

1. New developments are encouraged to be designed in a village style with vehicular circulation patterns that reflect streets with on street parking.



This parking area uses trees and planted islands to reduce the visual effect of the paved surfaces.

2. The majority of the parking area shall be located at the rear or sides of the commercial buildings. When it is unavoidable that parking must be adjacent to a residential zone, the lot shall be sufficiently screened with evergreen trees, earth berms, fences or shrubs. The site plan will be designed with the parking coordinated with building entrances, proper lighting and landscaping.
3. Paved surfaces of parking area shall be separated from all buildings by a minimum of an 8' wide landscaped area.
4. To reduce the visible scale of the parking lot, and to reduce the heat island affect, parking area with more than 19 spaces shall be broken up with landscaped islands and other appropriate features.
5. Landscaping shall be provided in a manner specified in the Bolton Zoning Regulations, Section 15H and 16A..
6. The lots shall be designed to facilitate safe vehicular movement throughout. Single entry parking lots are strongly discouraged, but where unavoidable, space shall be provided to safely turn a vehicle around and to avoid backing out.
7. Shared parking is strongly encouraged where appropriate, particularly where abutting land uses have differing hours of peak usage. Cross easements may be required to allow shared parking.
8. Provisions shall be made for snow storage in the design of all parking areas to avoid conflicts with landscaping, visibility, drainage or pedestrian safety. The area will be noted on the Site Plan.
9. The development of smaller commercial buildings on out-parcels within a large existing parking area is encouraged as a means to break up the scale.



Out parcels are incorporated into the site layout to break up the scale of a large asphalt area and to utilize shared parking.

4.1.4 Pedestrian Circulation and Spaces

PURPOSE: To plan with the pedestrian at the forefront of a site design and create a pleasurable and walkable experience that encourages the visitor to park once and travel by foot.

Commercial properties shall provide attractive, safe and functional walkways to the main entrance. Entrances to buildings shall be designed to provide outdoor spaces for a variety of uses, seating/resting, displays and aesthetic enhancement, to create a pedestrian friendly environment.

Design Guidelines

1. Continuous internal walkways/sidewalks shall be provided to each customer entrance.
2. Walkways shall be located where motorists can anticipate pedestrians and react accordingly.
3. Walkways shall be designed to give the pedestrian a full view of oncoming vehicles, with minimal interference from trees, shrubs and parked cars. Walkways shall avoid drive-through lanes, access and service drives and other high-traffic routes. Traffic control signs, light fixtures, trees or other potential obstacles shall be located far enough from walkways to prevent interference with pedestrian movement.
4. Walkways in parking lots shall be aligned with the main entry or focal point on the building, whenever possible, to assist in wayfinding.
5. Walkways shall be a minimum of five feet wide to allow two people to pass comfortably. Additional width may be necessary in certain areas such as those with heavy pedestrian traffic or where cars overhang the walkway.



This walkway is separated from the drive to the right by a wide planted area, the scale of the trees and lighting enhance the site.



Outdoor space for seating creates a pedestrian friendly atmosphere.

6. Areas adjacent to walkways shall be landscaped with trees, shrubs, benches, flower beds, ground covers, or other such material.
7. Where walkways cross vehicular paths, the crosswalks shall be marked by a change in pavement material, texture, pattern or color to maximize pedestrian safety. The material selected for crosswalks shall be highly durable and low maintenance, and to allow safe bicycle movement across the surface. Raised crosswalks shall be considered at key locations as a traffic calming device and to make crosswalks more visible. Signs may be warranted as determined by the Institute for Traffic Engineers standards.
8. Sheet flow of stormwater across walkways shall be avoided. Stormwater system shall be sized to limit ponding and to provide uninterrupted use of the walkway.
9. All internal walkways shall be designed to facilitate maintenance by the property owner. The site plan shall coordinate the location of walkways with utilities, plantings, drainage and other site elements that could affect long-term maintenance.
10. Walkways shall be designed for ease of snow removal; site plans shall locate snow storage in areas that will not interfere with pedestrian movement, block visibility or cause dangerous conditions from freezing melt water.
11. In addition to the requirements of the State of Connecticut building code, internal walkways connecting all building entrances shall be located, designed and detailed in full compliance with the Americans with Disabilities Act (ADA), as revised.

4.1.5 Service and Refuse Areas

PURPOSE: To ensure service areas are integrated into the design of all buildings and adequately screened from view to reduce / eliminate the nuisances to nearby property

Service areas shall be integrated into the overall site plan. The location shall address the needs of the facility while minimizing traffic or visual conflicts, noise or odors.

Design Guidelines

1. All facilities for service, including waste collection and storage facilities, loading and unloading areas, loading docks, storage facilities, dumpsters, recycling areas, fueling areas and vehicle service and maintenance areas shall be at the side or rear of the principal building. Locations that face public roadways or abutting residential properties shall be avoided. Overhead doors or other vehicle entrances or exits shall not be located on any facade that faces a public street or residential neighborhood.
2. Service areas shall be sized to fit the specific needs of the building's intended use. The smallest size to meet the building's future needs is encouraged.
3. Service areas shall be screened to minimize visibility from public and private streets, main entrances, abutting neighborhoods, public open spaces and walkways. Service areas shall be screened with architectural elements such as walls or fences. Screening a dumpster with a gate is discouraged; however, if required, they shall be designed to prevent sagging and for ease of use. Screening may be further enhanced with evergreen trees, shrubs and earth berms.
4. The overall material selected for screening shall complement the design of the main structure by repetition of materials, detailing, scale and color. Where chain link fencing is



The service area of this chain restaurant is screened with the same material and landscaping as the building's front.



The service area shown on this site plan is well integrated into the overall site plan. A fence and landscaping screen the area from abutting property, the street and entry. Service vehicles access is away from pedestrian walks.

required for safety, it shall be painted or coated in black and landscaped to screen from view.

5. Architectural screening or fencing shall be protected with granite posts or concrete filled steel bollards that will prevent damage from service vehicles.
6. Service areas shall be sited to accommodate the turning movement of service vehicles.
7. Prior to site plan submission, the applicant shall coordinate project storage / refuse requirements of the tenants and contact anticipated service companies that will be using the service areas for input into the design and siting of service areas and facilities.

4.1.6 Buffers and Screening

PURPOSE: *To protect existing non-compatible nearby uses (i.e. residential vs. commercial) from unsightly views and noise.*

Buffers and screening shall be required between residential and commercial properties, as a visual block between public roadways and parking areas, and in certain other situations of inharmonious land uses. Plantings, earth berms, stone walls, grade changes, fences, distance and other means can be used effectively to create the necessary visual separation. Refer to Chapter 8 for all landscaping design guidelines.

Design Guidelines

1. Select species that are deer resistant.
2. A monoculture shall be avoided. Diversity in species, including interspersing deciduous trees, is encouraged.



For now, these evergreens screen the parking area from the neighboring property, however as they mature the loss of lower branches will reduce the effectiveness. Always design considering the species and mature habit.



3. The selection of the proper type of buffer shall result from a thorough analysis of site conditions, distances to property lines, intensity of the proposed use and the degree of concern expressed by the Commission and abutting landowners. The requirement of a buffer or screen shall be incorporated into the initial site plan
4. Buffers and screening shall be an integral part of the site plan and be coordinated with other elements used on the site. Stone walls, plantings, fencing, walls, earth berms, and other screening elements shall be similar in form, scale and appearance to other similar elements on the site.
5. Buffers shall be maintained in a condition that assures their continued effectiveness. Where plantings do not survive, or are no longer an effective buffer, they shall be replaced to meet the intent of the approved plan.
6. Structural elements shall be maintained in good condition and repaired / replaced if they are no longer meeting the intent of their use.

4.1.7 Multi Building Developments

PURPOSE: To ensure a coordinated design between architectural features and the integration of building spaces, site features and pedestrian linkages.

Developments with multiple buildings shall exhibit a high degree of coordination in master planning by incorporating pedestrian linkages between buildings, overall architectural design, and site design and site details. All components shall be designed to complement an overall plan.

A planted earthen berm screens a parking area from residential properties.



The buildings in this large development have been sited to reinforce pedestrian spaces, effectively reducing the scale of the overall development.



Olde Mystic Village encourages pedestrian use and enjoyment through well-connected walkways and mature landscaping. By siting the buildings to reinforce pedestrian circulation pattern along with pedestrian-scale lighting the overall scale of the development has been reduced.

Design Guidelines

1. All buildings shall be oriented to create usable, safe and attractive pedestrian spaces and circulation, preserve significant site features and minimize the appearance of parking areas.
2. A limited number of buildings or other elements shall be designed as focal points. These structures shall be visually more prominent, enhanced by height, massing, distinctive architectural treatment, lighting, landscaping, or other distinguishing features.
3. The development shall include outdoor use areas such as greens, plazas and courtyards. Buildings may be oriented toward open spaces provided they have a major entrance on the outdoors space as well as secondary entrance(s) oriented to the parking area. Outdoor spaces shall be coordinated with the master plan's pedestrian circulation plan to encourage pedestrian use, with provisions for seating and outdoor activities. Outdoor spaces shall be separated from vehicular traffic with landscaping, grade changes and other site features.
4. The building and site plan shall emphasize pedestrian access.
5. The master plan shall include a master signage plan detailing how graphics will complement and unify the proposed development. See the Signage section of these Design Guidelines and Bolton's Zoning Regulations.
6. Site lighting shall be coordinated with all other elements of the site and with the Lighting section of these Design Guidelines and Bolton's Zoning Regulations.
7. All landscape elements shall be coordinated with all other elements of the site and with the Landscape section of these Design Guidelines and Bolton's Zoning Regulations. The landscape plan shall complement proposed buildings, reinforce circulation paths, help define pedestrian use area, highlight entrances, provide shade and add seasonal interest. The use of a landscape architect is highly recommended.



Similar roof pitches, building materials and awnings, help to unify this multi-building development.



This multiple building development has recreated the feel of a main street.

4.2 Architectural Design

4.2.1 General

PURPOSE: *To ensure building architecture is planned and designed in a manner that enhances the community, is in character with the rural nature of Bolton and integrated into the design of the landscape and pedestrian spaces and circulation.*

Building design shall be influenced by traditional New England examples and shall reinforce a human scaled environment through careful consideration of architectural form, massing, detail, material and color. These design standards establish criteria, but are not intended to dictate building styles. Development shall provide for a positive experience for the motorist and the pedestrian viewing the building up close. Building design shall exhibit a thoughtful consideration of scale, form, orientation, height, setback, massing, materials and architectural features, and provide a permanent, positive addition neighborhoods and constructed of high quality, long lasting materials. Consideration shall be given to restoration and/or reuse of older buildings to maintain the character of Bolton. Replacement of historic buildings is strongly discouraged.

Design Guidelines

1. New buildings shall be designed to fit the individual characteristics of their particular site and be influenced by traditional New England village patterns while meeting the needs of the intended use and users.



These three developments, although linear in nature, use variations of facades and changes in roof line and varying heights to add architectural interest.

2. Buildings and site elements shall be designed to human scale. The forms, massing and openings of buildings shall be proportional to the size of a human figure.
3. The design of freestanding structures (such as ATMs, garages, canopies, storage units, recycling or trash enclosures, cart corrals, and the like) shall coordinate with the primary building through the repetition of form, materials, details and color.

4.2.2 Facades

PURPOSE: *To create a human scale, high quality architectural façade that is in harmony with adjacent development and helps create a pedestrian friendly streetscape or environment.*

All building elevations facing streets, internal drives, parking areas and surrounding neighborhoods shall be aesthetically appropriate and to human scale. Entrances shall be easy to distinguish and reinforced through site and architectural features and wherever possible, clearly visible from the street.

Design Guidelines

1. Main Entrance Facade. The primary and front facade shall be designed in a manner to clearly distinguish it from the other facades and to define the entry. The facade shall contain some of the following elements to add scale to the entry:
 - canopy
 - covered porch or arcade
 - gables and dormers
 - pilasters



These two buildings have clearly defined entries, windows in scale with the architecture and offsets to the facade, combined they visually break up the overall length of the buildings.

- display windows
 - outdoor seating area
 - recesses or projections in keeping with the scale of the building
 - peaked roof
 - unique architectural details in keeping with the overall building design
 - other features designed to add scale and visual interest to this façade
2. All facade elements must relate to each other and the scale of the building and form a harmonious overall design. Main entrance facade shall be designed to accommodate a facade mounted sign per the Signage section of these Design Guidelines.
 3. All facades facing public roads, residential neighborhoods or abutting properties shall be designed to match or complement the Main Entrance Facade. Blank facades are prohibited.
 4. The maximum length of the plane of any facade is 40'; exterior walls of any building longer than 40' shall have recesses or projections at a minimum depth of 10% of the longer adjacent unbroken wall length and be proportional to the building's height and length. Projections used to break up the length of the building shall extend to the ground.
 5. All exterior components, such as signs, lighting, landscaping and other elements shall be in scale with, and complementary to, the Main Entrance Facade.
 6. All windows and door openings shall be in scale with the facade; windows shall be vertical in orientation. If shutters are used, they must be sized to fit the opening and used for all windows on a given wall.
 7. All vents, downspouts, flashing, electrical conduits, meters, HVAC equipment, service areas, loading docks, service connections and other functional elements shall be treated as an integral part of the architecture.
 8. Downspouts and vents shall be incorporated into the facade design through detailing and color



All four facades of this chain restaurant, including the back shown here, are attractive.

9. Meters, utility connections, HVAC equipment and other exterior service elements shall be contained in service closets, behind walls or located out of view from the public
10. Building elevations presented for review shall show an accurate depiction of the location and treatment of all mechanical and functional elements.
11. Any vending machines located on the exterior of the building shall be located so they are not visible from any public street or abutting property.

4.2.3 Building Materials

PURPOSE: *To create visually attractive, high quality, long lasting buildings that contribute to enhancing and protecting property values while preserving the character of the town.*

Building materials shall be treated as a significant design element in defining the appearance of the building. The use of materials that give the appearance of New England colonial architecture, as found in Bolton, is strongly encouraged.

Design Guidelines

1. Traditional, high-quality building materials common to Bolton (for example, clapboards, brick and shingles) shall be used as the primary siding material. Modern materials that have the same visual characteristics are acceptable. In all cases attention must be paid to the detail at corners, trim at openings and whenever there are abutting materials. Long term maintenance requirements shall be a consideration in the selection of all building material.
2. The following materials are strongly discouraged: highly reflective metal or plastic panels / siding, brushed aluminum, bronzed glass, plain masonry block, T-111, untreated plywood, and similar materials.



Although new, this building's design and choice of material reflects traditional New England architecture.

3. Traditional New England colors are appropriate for all components of the building. All colors shall have low reflectivity. The use of high intensity, highly reflective, chrome, metallic or fluorescent colors or a black primary color, are prohibited. Trim color shall be a color that complements the building's primary color.
4. A limited number of material types shall be used and all shall be in keeping with the design of the building as a whole.
5. Material samples and specifications shall be submitted to the commission and town staff for review prior to site plan approval.

4.2.4 Roof Lines and Treatments

PURPOSE: To ensure roofs of all structures (i.e. awnings, canopies, buildings, out buildings, etc.) are designed in a manner that complements building facades, architectural styles and breaks down the scale of larger buildings.

Roof lines shall be designed to provide diversity to the building facade and add visual interest. Roof lines shall reduce the mass of large buildings, emphasize entrances and provide shelter and shade for pedestrians entering / exiting buildings. While peaked roofs are encouraged, flat roofs, green roofs and roof top seating are not excluded.

Design Guidelines

1. Buildings with an 8/12 to 12/12 pitch roof are strongly encouraged. Roof lines with projections shall be designed to create strong shade/shadow patterns.
2. Flat roofs are allowed in mixed use or traditional high density settings when three or more stories are proposed. One or two story buildings shall have pitched roofs and, when



The roof lines of these two buildings add diversity to the building form, increase visual interest, define the entrances and reduce the scale of the building mass.

appropriate to break up the scale of a large buildings, or to complement other nearby architecture, integrate dormers and cupolas into the design.

3. Flat roofs, false mansard, A-frames and other non-traditional roof forms shall not be used as the primary roof line unless they are demonstrated to meet the intent of the Design Guidelines.
4. Visible roofing shall be composite asphalt shingles or standing-seam non-glare metal. High gloss roofing materials are not permitted. The color of the roofing material shall complement the color and texture of the building's facade. Stripes and patterns on the roof are prohibited.
5. Mechanical and other roof-mounted equipment shall be screened from public view, or grouped in a location where visibility is limited. Where used, screening of the equipment shall be designed as an integral part of the architecture and complement the buildings mass and appearance.
6. Roof-Mounted Signs are prohibited.
7. Light colored roofs are encouraged to reduce the heat island effect.

4.2.5 Awnings and Canopies

PURPOSE: To ensure the use of awnings and canopies complement the architecture of the building and does not detract from the overall appearance of the development.

Awnings and canopies can enhance the appearance and function of a building by providing shade, shelter, shadow patterns and visual interest. Awnings shall complement building architectural styles and be coordinated with the overall facade design elements.



These awnings coordinate with the overall design of each building's entry facade.

Design Guidelines

1. If used, all awnings and canopies shall be an integral part of the design and located directly over doors or windows.
2. Awnings and canopies color and style shall complement the facade of the building.
3. Any graphics on awnings or canopies shall be considered signage, and must meet the sign requirements of these Design Guidelines and Bolton's Zoning Regulations. Backlighting is prohibited.

4.2.6 Renovations, Alterations and Additions

PURPOSE: *To ensure building improvements (replacement of windows, doors and additions) are done in a manner that complements the existing building style and facade.*

All renovations and additions to existing structures shall use the opportunity to add visual interest to the overall building and to enhance the original structure.

Design Guidelines

1. Where the existing building currently meets the design guidelines, proposed renovations must be designed to complement the existing building.
2. Where the existing building does not meet design standards; the applicant is strongly encouraged to upgrade the building. Plans submitted for approval must show the proposed improvements along with the existing building.



The repetition of architectural and landscape details help to integrate these additions with an historic building.

3. Where the existing building meets the design standards, additions or renovations shall complement or match the materials, form color and detailing of the original structure. Where the original building does not meet these Design Guidelines, the owner shall demonstrate how the materials used in the renovation will complement the existing structure and bring it more into compliance with these Design Guidelines.
4. Distinctive architectural features or examples of skilled craftsmanship demonstrated in the original structure shall be retained in the renovations.

4.2.7 Franchise Architecture

PURPOSE: To allow for recognizable patterns of franchise branding only within the context of Bolton's community character and these Design Guidelines.

National franchises are a welcome and generally permitted uses in Bolton; however, the design of their buildings must reflect an awareness of historic New England architectural traditions in their form, detailing and material. Architecture and site design shall follow all guidelines noted this document as well as those that follow below.

Design Guidelines

1. Architectural forms derived from a style outside of historic New England are strongly discouraged. Historic New England regional prototypes from national franchises are permitted provided they meet these Design Guidelines. Buildings that are stylized to the point of being a form of advertisement are prohibited.
2. All site features and accessory structures must coordinate with the building and meet these Design Guidelines.



These buildings are examples of architectural styles that are not desirable.

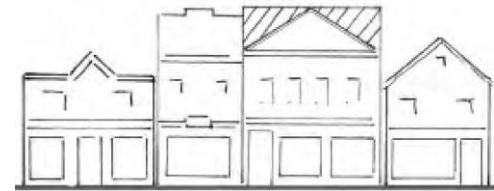
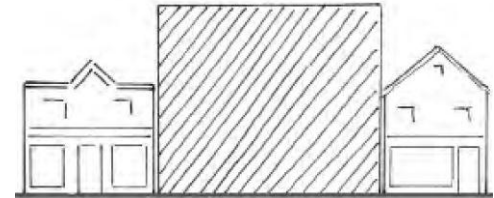
4.2.8 Large Scale Buildings

PURPOSE: To create buildings and developments that are in scale with the rural nature of Bolton by breaking down the mass of buildings into small, easily recognized units.

Buildings shall be designed according to these design guidelines and be consistent with the scale and form found in Bolton.

Design Guidelines

1. Each exterior customer entrance shall meet the design standards set out in Architecture-Facade Design: Main Entrance Facade of these Design Guidelines.
2. The ground floor facade at each customer entrance shall have display windows adjacent to the entrance in a size complementary to the facade.
3. Large scale buildings shall enhance the pedestrian environment by providing some of the following:
 - patio/seating area
 - pedestrian area with benches
 - outdoor play area
 - water fountain
 - clock tower or other focal point(s)
 - other focal feature or amenities that enhance the pedestrian experience
4. Such features will be constructed of materials of the same quality as the building and will be consistent with the overall site plan.



4.2.9 Service and Gas Stations, Convenience Stores, Car Washes and Drive-Thrus

PURPOSE: To maintain pedestrian scale design patterns for vehicular oriented establishments.

All development of these vehicular focused buildings shall be designed with facade and roof line elements that reduce their scale and add architectural interest.

Design Guidelines

1. The Bolton Zoning Regulations do not allow drive-thrus for restaurants.
2. The Bolton Zoning Regulations state that one-lane drive-thrus are allowed for banks and pharmacies.
3. To reduce the impact of the vehicular focus, the building structure shall be sited to face the street; all pump islands and canopies shall be located in the rear.
4. All four sides of the building's architecture shall meet these design guidelines; the facade facing the street shall have windows or other fenestration.
5. Service and Gas Station canopies shall be visually compatible with the main structure through consistency in roof pitch, architectural detailing, materials and color. Pitched roofs and fascia trim are preferred for canopies. Bands of bold color on the canopy and backlighting inside the canopy are prohibited. Any graphics on canopies shall be considered signage, and must meet the signage standards of these Design Guidelines and Bolton's Zoning Regulations.



These gas station canopies are designed to be visually integrated with the design of the building's roof line.

The below is not.



6. Openings for car washes or service bays must be integrated with the design of the building and sited so they are not directly visible from a public roadway or adjacent residential area.
7. The drive-through shall be visually subordinate to the design of the main building.
8. Windows and canopy shall be compatible with the design of the building; canopy roof line shall be compatible with the building roof line in pitch, fascia trim, material and other architectural detailing. Drive-throughs shall be located at the side or rear of the building and avoid facing any street or residential area.



These drive-thrus are located away from the front of the buildings to avoid pedestrian/vehicular conflicts; each canopy is incorporated into the overall design of the building with repeating roof lines, forms and materials.

Chapter 5: Residential Developments

5.1 Site Design

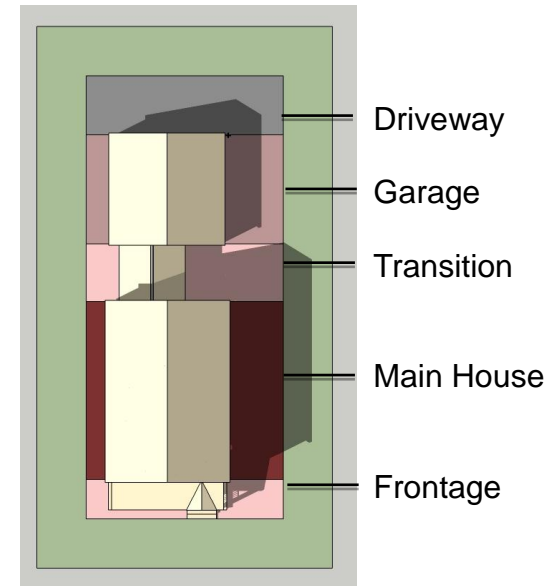
5.1.1 Driveways, Alleys, & Parking

PURPOSE: To reduce or eliminate curb cuts, provide for a more pedestrian friendly environment and increase public safety.

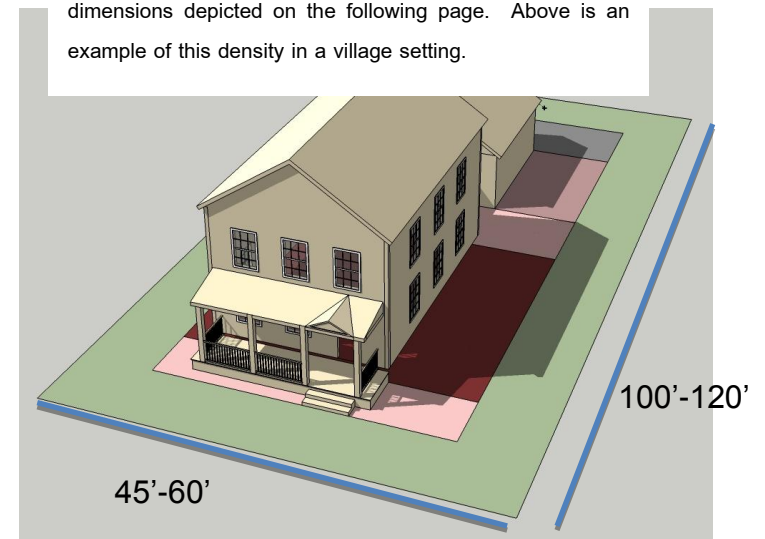
The location of drives, parking for residences and visitors, and garage locations shall be integrated into the overall design and not dismissed as mere utilitarian amenities. Driveways often interrupt streetscapes and the circulation of pedestrians and vehicles, which in turn leads to conflicts and creates safety issues. When not properly located and integrated within the architectural style of the main structure, garages can overwhelm a site or a building's façade. All three must be carefully integrated during the initial design phases and throughout the development process.

Design Guidelines

1. Driveways and Alleys. When possible, alleys shall be utilized to access rear loaded garages. Alleys and rear loaded garages eliminate or reduce the need for driveway curb cuts. They provide a 'hidden' service area for residences while providing private access to each unit's garage. When alleys are utilized, it is recommended that each unit have frontage on a street. The street will create the public space and offer a location for visitors to park and enter through the front door.
2. When alleys are not utilized, shared driveways between two or more units are encouraged. This will reduce the number of curb cuts along the streetscape and maximize locations for on street parking while reducing vehicular/pedestrian conflict points.
3. The number and location of parking spaces shall conform with the Town's zoning requirements. To meet these requirements, parking shall be integrated into the overall site



Single Family homes at the density of 6 units per acre can be easily accommodated using the below model and dimensions depicted on the following page. Above is an example of this density in a village setting.



design and complement building form and location. When parking requirements are met through the use of traditional, structured parking areas the Commercial Design Guidelines shall be referenced. For single-family and townhome development, on-street parking for visitors is encouraged, on roads other than thoroughfares and arterial roads. Resident parking is recommended to occur within garages or driveways. Multifamily developments shall provide for designated visitor parking. The signed visitor parking shall be part of the required parking calculation and shall be provided in a quantity that is appropriate for the development and at a location that is within close proximity to the main entrance of the building.

5.1.2 Location of Garages & Accessory Structures

PURPOSE: *To position garages in a manner that reduces their visibility from the street and emphasizes the architecture of the principal structure.*

As previously mentioned, rear loaded garages with alleys access are strongly encouraged. When rear loaded garages cannot be accommodated, the second choice is side loaded garages with shared driveways. If neither of these options is possible, front loaded garages can be used. If front loaded garages are employed, every effort shall be made to locate the garage as far as possible to the rear of the principal structure. Front loaded garages that extend beyond the primary structure's building line are strongly discouraged.

Accessory structures, including sheds, barns, or other buildings, shall be designed in the same architectural typology or complementary style. In most cases, the accessory structure shall be located to the rear or side of the principal building. The location shall complement the principal building line and arranged in a manner that creates an organized arrangement.

Design Guidelines

1. An exterior wall of the accessory structure is aligned with a wall of the principal structure.
2. The building walls of the accessory structure shall be parallel to the principal structure
3. No accessory structure shall be larger or higher than the principal structure unless located at such a distance the commission determines the accessory structure will not negatively impact the visual characteristics of the principal structure
4. The location of the accessory structure shall not substantially impede the views of nearby landowners.



The figure to the left depicts a density of 6 units per acre. An alley is used to access rear facing garages eliminating excess curb cuts. The corner lot and adjacent home share a common driveway with a garage that is side entry. This configuration also reduces curb cuts and eliminates garages that face the street.

5.1.3 Corner Lots

PURPOSE: *To ensure the facades of all residential structures that face a street have consistent high quality design elements.*

Homes on corner lots need special consideration. Not only does their front façade face a street and contribute to the human scale, a second or third facade defines additional streetscapes. Equal, high quality design elements consistent with the principal structures style shall be employed.

Design Guidelines

1. All building facades with street frontage shall be treated with the same quality of materials and similar architectural detailing as the front, and shall be visually appealing.
2. Ways to create appealing side facades include adding a feature that makes an architectural statement, such as bay windows, an area of decorative brick, or wrap around porches.
3. It is unacceptable for a corner home to use materials appropriate for less visible sides or for the rear, which do not match the front.

5.1.4 Providing and Delineating Private Spaces

PURPOSE: *To ensure that each residential structure / unit has an outdoor private space to allow the residents an opportunity to enjoy the outdoors.*

Lot design and building configuration shall be designed in a manner that offers private spaces for the residences. This can be accomplished with side yard courtyards, balconies, and front porches with landscaped areas.

Design Guidelines

1. When side yard courtyards are provided, all efforts shall be made to ensure that the windows of adjacent residences are not located in direct view of the private space to ensure privacy.
2. Screening or buffers that incorporate fencing and landscaping shall be incorporated into the design.
3. Private front yards shall be delineated by a continual row of street tree plantings and any combination of hedges and low fencing.
4. When fencing is used, the architectural character of the color, form, and material shall complement the architectural style of the residence it relates to.
5. The minimum for private spaces is 20' x 20'.

5.1.7 Providing Public Spaces and Recreation

PURPOSE: *To provide opportunities for physical exercise and promote social interaction among residents and the community.*

Public spaces shall be provided to promote social interaction, relaxation, and recreation. In addition to private outdoor spaces, public spaces contribute to the health and well-being of a community. Coupled with active design principles, incorporating outdoor recreation can help to promote physical exercise while combatting common health problems which are becoming prominent in today's society.

Design Guidelines

1. Spaces shall be a combination of hardscape and landscape.
2. There shall be site lighting for safety; and benches, shade trees, and focal points to attract the pedestrian.



Fences walls and landscaping can create private spaces for residential structures, delineate property lines and reinforce the streetscape.

3. The space shall be visible to the public right of way to promote security and reduce vandalism.
4. Recreational opportunities shall be provided in addition to passive spaces. This can be accomplished by provided walking paths, tennis or basketball courts, or unstructured, flat and open lawn spaces that are conducive to active sports.
5. The quantity and size of the spaces shall be planned in consideration of the density of the proposed development to ensure that adequate opportunity is provided for the residents and potential users.
6. The National Parks and Recreation Association shall also be consulted for guidance for such open spaces.

5.2 Architecture

PURPOSE: *To ensure residential development, especially those within higher density developments, are planned and designed in a manner that is consistent with traditional styles and their associated architectural features.*

5.2.1 Common Residential Architectural Styles

Residential development is encouraged to complement the historical architecture of Bolton. These dominant styles in Town include Federal, Greek revival, Queen Anne Victorian, and colonial/farmhouse. Ranch and contemporary styles are also present. Residential development is encouraged to follow the principals of these styles in order to ensure compatibility with existing neighborhoods. The criteria of the three styles are provided below for guidance to ensure that the significant characteristics of each style are met. They shall be applied in conjunction with the guidelines discussed throughout this document. In case a style is proposed and not listed within

this document, it is recommended that an applicant provide to the commission a description of the proposed style in a similar format.

With today's construction, it has become common practice to implement only one or two of the common characteristics of a style. Therefore, careful consideration shall be taken when selecting the materials, details, form, and colors. Each shall resemble the characteristics of the style and avoid the appearance of a hybrid mix of details from separate styles, or low quality materials. In addition, sufficient details shall be applied so that the final structure does not appear to be an imitation.

The following descriptions are brief overviews of the details of each architectural style. If a contemporary style building is proposed or a style is not listed below, the applicant shall provide guidelines that define the overall style and demonstrate how they are achieved within the design. The commission may request for all styles additional information from the applicant to support the proposed design's relevance to the individual style. For development within the Village the Federal, Greek revival and Queen Anne style discussed below shall be employed. Ranch and contemporary styles are not recommended.

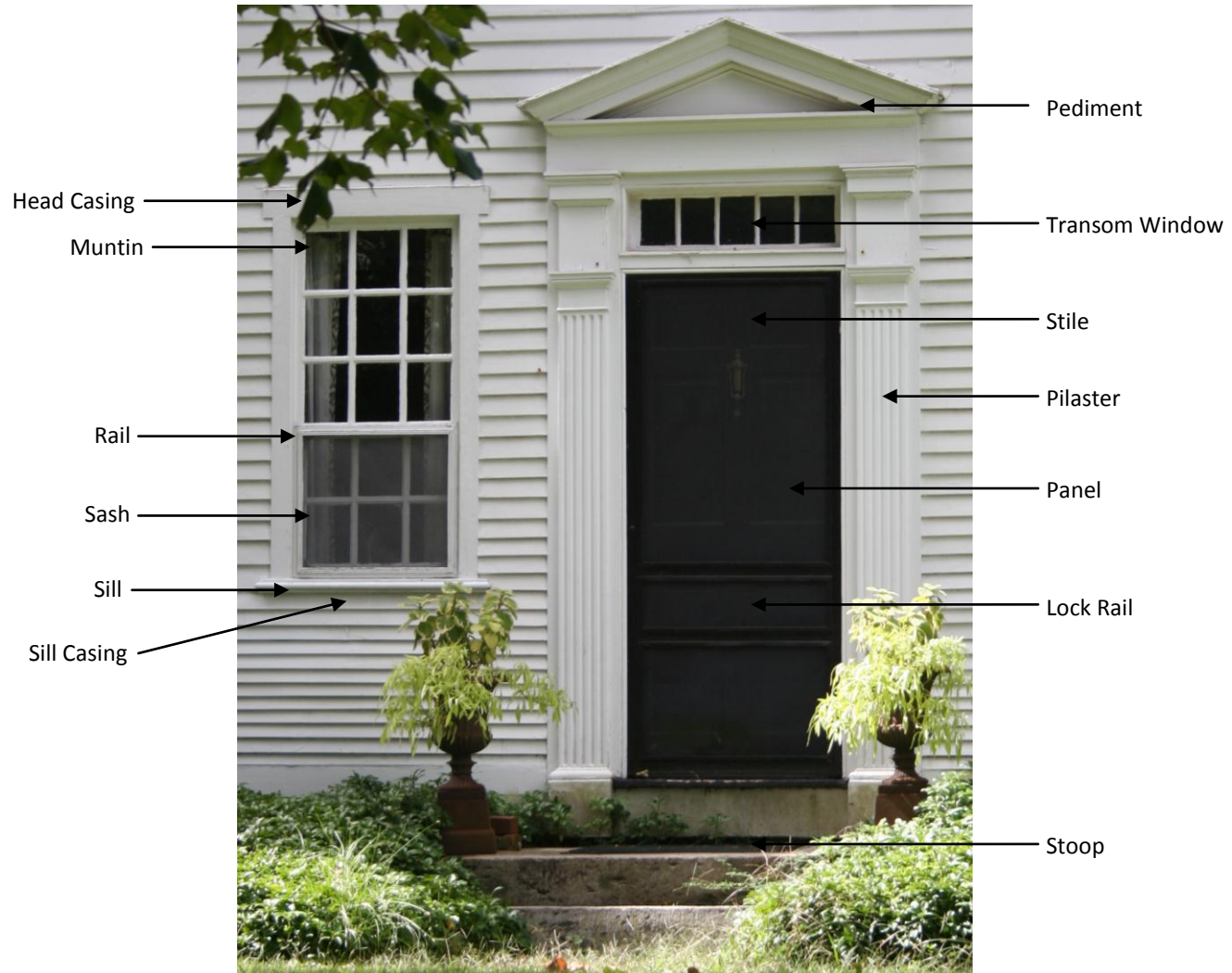
It is encouraged that the styles be carefully considered. This is of high importance when development is executed in higher-density configurations (i.e., in lots smaller than 1/2 acre). When homes are placed closely together and styles are not correctly interpreted, the historic nature of a traditional village or neighborhood setting can be greatly diminished.

5.2.2 Common Architectural Terminology

Building Facades



Windows and Doors



5.2.3 *Greek Revival*

The style is an adaptation of the classic Greek temple front employing details of Doric, Ionic, or Corinthian order. Greek revival structures are generally white and most have porches supported by prominent square or rounded columns in the aforementioned orders. Gables are commonly along the front and rear facades of the residence, but in this style, roofs are sometimes hipped. Both roof types are of low pitch. Other common features the Greek revival style include:

Design Guidelines

1. Strong cornice line of main roof and porch roofs emphasized with wide band of trim
2. The entablature is made of 3 elements: cornice, frieze and architrave
3. The cornice shall project a dimension equal to its height
4. The frieze is located under the cornice
5. The architrave is located under the frieze
6. The face of the frieze and the architrave shall align
7. The face of the supporting column shall always align with the frieze (not the column cap)
8. Pedimented gable
9. Front door surrounded by narrow sidelights and a rectangular line of transom lights above with pilaster
10. Vertically proportioned windows and doors
11. Window sashes most commonly with six-over six glazing. Proportions of the glazing panels are vertical, not horizontal
12. Small frieze-band windows, set into the wide trim beneath the cornice (attic), are frequent.
13. Symmetrical shape
14. Bold, simple moldings
15. Entry porch with columns, Columns are generally larger and square or round



Two samples of Greek Revival styles with varying levels of details.

5.2.4 *Victorian*

Victorian architecture is a term used to characterize a style that is composed of several styles. They range from Italianate to Gothic, from Shingle to Queen Anne to name a few. It is of historical noteworthiness that the Victorian styles were forged by the advances in manufacturing during the industrial age. Queen Anne architecture has the following common characteristics:

Design Guidelines

1. Steep roof - 12:12 minimum
2. Complicated, asymmetrical shape
3. Vertically proportioned windows and doors
4. Front-facing gable with an ornamented surface
5. One-story porch that extends across one or two sides of the house
6. Round, square or octagonal towers
7. Wall surfaces textured with decorative shingles, patterned masonry, or half-timbering
8. Ornamental spindles and brackets at the porch
9. Bay windows
10. Chimneys with ornamental caps



Two representative samples of Victorian styles with varying roof lines and detailing.

5.2.5 Colonial and Farmhouse

The Colonial and Farmhouse styles is a term used to describe buildings constructed late in the 1800's thru today. However, Colonial is often used as a general term to express such styles as Adam and Federal and that draw inspiration from the historic styles of the late 1700's and early 1800's. The homes are generally 2 – 2 ½ stories, and symmetrical in design, Roofs are generally gable, hip or gambrel style. A single dormer centered along the front façade may be present as a focal point. Two or three small gables arranged in line with the windows below are also common. Farmhouses are typically arranged in the front-of-house, back-of-house, and barn configuration. This means a principal building containing the main living quarters. The 'back-of-house is proportionally smaller than the front-of-house with roof configurations that complement the main structure. This will generally lead to the 'barn' which in modern terms serves as the garage. Additional characteristics of both styles include:

Design Guideline

1. Vertically proportioned windows (avoid windows that are nearly square). Height shall be at minimum 1 2/3 the width of the window (i.e. 3' wide x 5' tall).
2. Windows and doors are arranged symmetrically and in line with one another to divide the front façade in 1/4s. This is generally accomplished by 2 rows of 3 and up to 2 rows of 5.
3. Main entry is centered along the front façade and doors are typically 6 panel.
4. Windows can be 1 over 1, 2 over 2, 6 over 6 or 12 over 12.
5. The overall structure has straight forward massing – generally rectangular.
6. Front porches or stoops are sometimes present. Farmhomes generally have full wrap around porches.
7. Clapboard and brick are common exterior materials
8. Roofs have a pitch of 6:12 or steeper
9. Shutters are optional features



Two representative samples of farmhouse and colonial styles. The top farmhouse is fashioned with an modern greek revival influence. The bottom image is in the federal style.

5.2.6 Cape Cod

The Cape Cod style home was commonly constructed until the mid 1800's and then found resurgence in the mid 1900's. Traditionally, Cape Cod styles were of simple massing, are 1 ½ stories and consist of a front door centered along a symmetrical front façade. Chimneys were located in the center of the home. Shed roofs faced the front façade and incorporated dormers arrange along the same symmetrical pattern as the windows and door. Side wing additions are common for additional living space or garage. Full dormers become a modern feature and are along the rear façade to maintain the traditional front. Other traditional features of this style include:

Design Guideline

1. The front façade divided into four equal sections by the arrangement of the windows and door
2. Windows are 1 over 1, 2 over 2, or 6 over 6. 6 over 1 is less common
3. Doors are six panel
4. Side lights at the front door was common
5. Doors were framed with 4 ½" trim along the side and 6 ½" trim at the top. Pilasters and pediments were also incorporated into the door detail
6. Dormer roofs are 12" run and 10" rise
7. Stoops consisting of 2 – 3 steps or covered porches slightly wider than the door are common.
8. Shutters are optional
9. Siding was traditionally 3" clapboard

5.2.7 Additional Architectural Styles

Ranch and contemporary styles are used to describe a type of housing that is relatively new. Their styles continue to evolve and often take upon elements of various styles or progressive design form, material and color. For instance, ranch styles have evolved from the tradition low, one story home constructed in the 1950, to become home to empty nesters and seniors. The architectural features employed in this develops are often reminiscent of Cape Cod, colonial or Victorian styles and can be designed and constructed in a manner compatible with a communities identity. When an other style of housing is proposed and is not discussed above, the applicant shall submit to the commission a description and proposed guidelines that explains at minimum the proposed styles intent, historical references, common elements that unify a building(s), compatibility with nearby properties and other elements deemed necessary by the commission.

5.2.8 Additions and Adaptive Reuse

PURPOSE: *To ensure the style and design features (i.e. rhythm, color and texture) of the principal structure is incorporated into the design of additions and ensure the reuse of structures remains in harmony with the neighborhood.*

In planning a building addition, it is important to pay careful attention to the architectural style of the existing residence. In many cases, additions can dramatically change the appearance of the residence and, therefore, the character of the entire neighborhood. Additions, patterns, and site design shall take into consideration the character of the nearby properties by respecting such elements as building lines, views, buffer, and streetscapes.

Design Guidelines

1. Ensure that the scale and mass of the addition is in keeping with the original structure, and when completed, ensure that the redeveloped residence does not visually overwhelm neighboring structures.
2. Construct additions to conform to established front build to line. In particular, the construction of garages shall not project beyond the front building line.
3. Ensure that the addition's roof matches or complements the design of the original structure.
4. Architectural elements such as windows shall respect the prevailing geometry and proportion of the original structure. For instance, windows with a vertical orientation can be incompatible with those of a horizontal orientation.
5. Ensure the materials used for the addition are compatible with those of the original structure.

5.2.9 **Building Mass and Scale**

PURPOSE: *To ensure the scale of a building is compatible with the surroundings and is designed at the human scale through appropriately breaking down the visual appearance of its scale.*

New residential developments often exhibit less size and style diversity than their historic predecessors. This can be most apparent in the case of larger homes or structures with long facades that face the road. Generally, single-family or duplex homes with gable ends facing a road are of lesser concern since the longer façade faces the sides of the lot. However on corner lots *all* facades facing the ROW shall be considered.

To break up a long building façade it may be necessary to use architectural techniques that help create the illusion of a smaller structure.

Design Guidelines



Changing colors, patterns, roof pitches and building mass adds diversity to larger residential structures such as town home developments.

1. Utilize reveals, setbacks, porches or stoops to break down the visual scale
2. Articulate the roof such that rooflines step down to respect those of surrounding structures
3. Use color changes to emphasize focal points, (or individual townhome units)

5.2.10 Roof Lines and Treatments

PURPOSE: *To create a unified structure through consistent roof styles and pitches while emphasizing unique features of the building façade.*

A roof line can contribute to the overall scale of a building. In the case of a multi - building development, roofs become dominant features and can help unify all buildings. Consideration shall be given to color, texture, and architectural styles.

Design Guidelines

1. Roof pitches shall complement the building style of the principal structure.
2. In the case of infill development, roofs shall have design and scale that are complementary to the surrounding structures.
3. Roofs shall have a pitch that is consistent with and supportive of the intended architectural style and may have dormer, gables, or similar variations in roof planes to break up the roof mass. Individual roofs may employ compatible colors and materials including tile, compositional, shake, metal, and shingle.
4. Roof top mechanical, solar and other infrastructure systems shall be considered in the design of the roof and screened as further discussed in *2.16 Mechanical Systems, Solar Panels and Satellite Dishes*.

5.2.11 Garages and Garage Doors

PURPOSE: To protect the integrity of the streetscape by integrating the design and location of the garage in a manner that ensures the principal structure is the dominant feature and the garage is ancillary to it.

All effort shall be made to place garages to the rear of the house with garage doors facing to the side or rear of the lot. Shared driveways and alleys shall be utilized as discussed above in 2.4 *Master Planning and Site Design*.

When garages face the street, their facade, doors, and roof line shall be compatible with the architectural style of the home. Garage doors may resemble carriage doors by utilizing strap hinges and handle. If windows are incorporated into the garage door, they shall closely match the spacing and proportions of the main structure's windows. No more than two garage doors shall be placed in a row. In case more than two garage doors are required, the facade shall be articulated to break up the mass. The three common garage configurations and recommended architectural treatments for each are as follows:

Design Guidelines

REAR LOADED GARAGES

1. Garages located behind the principal structure but accessible from the street shall be considered accessory structures and shall be consistent with the architecture and design of the principal structure. Consistency of design includes use of the same or compatible siding, roofing, trim, and colors.



If a garage is to be located such that the doors face the street, the garage shall be deemphasized by placing it behind the front building line and using more traditional style carriage doors that add detail, as depicted in the top picture.

SIDE LOADED GARAGES

1. Shared driveways may be permitted when two lots with parking located on the side are adjacent to one another.
2. Windows, doors, and roof treatments of the garage facing the street shall incorporate architectural detail expressive of a residence.
3. The garage shall never be the dominant architectural feature of a side façade.

FRONT LOADED GARAGES

1. Upper-level dormers are encouraged to de-emphasize the garage.
2. Porches or facades of the main house shall protrude at least five feet in front of garage doors.
3. Garage openings, trims, and color shall de-emphasize the visual impact of the garage in relation to the building as a whole.
4. Garages shall never be the dominant architectural feature of a front façade.



Side driveways that serve garages or carriage houses positioned to the rear or back of the home are desirable.

5.3 Transitional Zones: Indoors to Outdoors

PURPOSE: *To link indoor spaces with the outdoors by ensuring architectural features are located in a manner that does not detract from entries or views into/out of the building and ensure windows and projections are designed in a manner compatible with the principal structures style.*

Transitional zones are locations that allow people and natural light and air to enter residential structures. Windows and doors, porches, stoops and other covered entries create a transition between indoors and out. Careful consideration shall be given to the scale and style of these elements as they relate to the principal structure.

5.3.1 Colors, Materials and Details

The choice and mix of colors and materials on the facades of structures is an important way to provide an attractive living environment. Materials shall be consistently applied and shall be chosen to work harmoniously with adjacent materials.

Design Guidelines

1. Architectural details such as brackets, cornices, moldings, window and door surrounds, gable details, signs, and columns and porch posts are essential to the historic precedent of individual buildings and a village setting.
2. Colors, details, and materials shall be selected based upon the architectural style of the proposed structure. For example, Victorian brackets shall not be used on the Greek revival style.

5.3.2 *Balconies and Decks*

Balconies and decks shall not be incorporated in the front facade of a building unless they are consistent with the architectural typology precedent. The addition of decks and balconies on the rear and unobtrusive side facades is desirable and must comply with other local ordinances and codes. They shall be compatible with the building's size, scale, materials, and design.

5.3.3 *Entryways and Porches*

Entrances and porches are often the focal point of residential buildings, particularly on the primary facades. Together with their functional and decorative features, entrances and porches can be extremely important in defining a building's overall architectural style and can help provide interest along a streetscape of more compact developments.

Design Guidelines

1. Columns and detailing shall follow the architectural style being used.
2. Columns shall relate to fenestrations, not blocking the view of a front door, window, or other significant architectural detail.
3. Column and railing details shall follow the architectural style of the structure. For example, decorative scroll work and rails would not be appropriate for a Greek revival or federal style home.



Porches, stoops, entry way details and windows jointly create a pleasing building façade. Attention to details that are consistent with the style of the home creates a meaningful streetscape and cohesive residential development

5.3.4 Windows and Doors

Windows and doors are important character-defining features. They establish the overall rhythm on a residential structure and help to define scale.

Design Guidelines

1. Windows shall be placed in a position and at the proportion that is consistent with the architectural style: this includes window panes, muntins, and trim.
2. Transom windows are dominant focal points. Their scale and detailing shall be carefully considered to ensure that they are in proportion to the overall house, windows and doors. Shutters shall be used only if appropriate for the style.
3. Doors shall be placed in the location compatible with the rhythm of windows and architectural style.
4. Placement of the door shall take into consideration the visitor and shall complement site circulation.
5. The style and color shall also complement the architectural style.
6. Appropriate moldings and trim shall be utilized as decorative features to frame the primary entry door and create a focal point for the home.
7. Window screens, storm windows, and storm doors have become common and shall be utilized to assist with energy efficiency. These items shall have minimal impact on the historic context of the building.
8. Dividers for storm windows shall always match the meeting rails of the window sash. Unpainted aluminum storm windows are strongly discouraged.

Chapter 6: Lighting

6.1 General

PURPOSE: *To provide for a safe and secure environment for pedestrians and vehicles, protect adjacent properties and reduce skyglow and design for a harmonious human scale environment.*

Lighting for commercial properties shall be designed to provide the minimum level of illumination necessary for security, safety and visual appeal for both pedestrians and motorists. Functional, aesthetic and safety goals shall be met with fixtures that are designed as integral site elements.

Design Guidelines

1. Provide lighting that offers safety to all users of the site.
2. Unify the environment with the selection of attractive, appropriately scaled fixtures.
3. Minimize distractions or hazards to motorists and pedestrians and skyglow.
4. Respects abutting property owners, especially residential uses, by avoiding off-site spillover or glare.
5. A narrative shall accompany the lighting plan, defining the hierarchy of site lighting and how lighting will be used to provide safety and security and aesthetic effects.
6. The location and design of the lighting system shall complement adjacent buildings, pedestrian amenities and site elements. Poles and fixtures shall be proportionate to the buildings and spaces.
7. Location of all fixtures shall be coordinated with the proposed landscaping plan and mature canopy size to reduce the plant material's obstruction of illumination.
8. Dark spots shall be eliminated by the coordination of the lighting and site elements.



9. Unique building or landscape features may be highlighted if the lighting does not create glare or distractions.
10. Lighting shall not cause spillover onto neighboring residential properties or glare to drivers on adjacent roadways. Bare bulbs are prohibited.
11. Any modifications, expansions or replacements to the light systems shall be consistent with the approved site plan and to these Design Guidelines.
12. Wherever practicable, lighting devices shall include timers, photo sensors, and other energy saving devices. LED fixtures are encouraged to increase power efficiency.

6.2 ***Layout and Fixture Selection***

Lighting shall be designed to provide the minimum lighting necessary for traffic and pedestrian safety. Lighting shall not cause glare or avoidable spillover onto adjacent property or an increase in skyglow.

Design Guidelines:

1. Driveway lighting shall illuminate the roadway, with a concentration on intersecting drives or access ways. Parking lot lighting shall provide the minimum necessary for visibility, comfort and safety. All light fixtures shall be selected and aimed to prevent glare, spillover onto adjacent properties and increased skyglow. Light pole fixture styles and height in driveways and parking areas, while recognized to meet different technical criteria than predominantly pedestrian spaces, shall complement the form and design as pedestrian and facade mounted lighting. Their height shall not be excessive to make them a dominant vertical element, overpowering architecture and vegetation.



These well placed lamps light both the drive and walkway

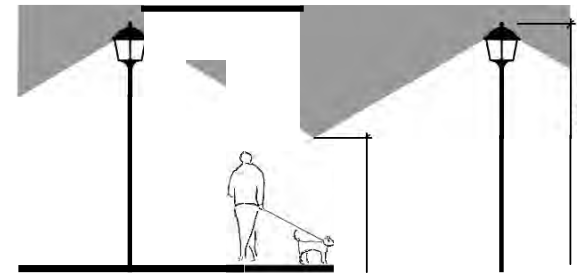


These pedestrian scale lamps are in proportion to the scale of the building and parking lot.

2. All illumination shall meet within 5% levels defined by Illuminating Engineers Society of North America (IESNA) recommendations for road/driveways and parking lots and be in compliance with Bolton's Zoning Regulations.
3. LED fixtures are encouraged. In most instances, lamps shall be housed in a luminaire that is classified by IESNA as full cut-off. Decorative fixtures may be used provided they meet the cutoff criteria.
4. All fixtures shall complement the architecture, landscaping and other elements of the site in terms of form, color and style.
5. The alignment and spacing of fixtures shall follow a regular pattern that is coordinated with the layout of the buildings, landscaping and other site elements. Hierarchy of fixtures shall be used to define major and minor roadways. Light poles shall be located within raised planting areas wherever possible to avoid damage from vehicles and plows; elevated bases are strongly discouraged.
6. The layout of fixtures shall complement the spacing and rhythm of plantings, especially large shade trees. To avoid future dark areas and deep shadows, the lighting plan shall consider the growth pattern of trees and shrubs.
7. Light fixtures in driveways and parking lots shall be in scale with adjacent buildings and the human scale.
8. Full cut off fixtures shall be used to limit spillover and in compliance with Bolton's Zoning Regulations.
9. Light fixtures for pedestrian spaces shall be appropriate for the project and the setting and relate to the human scale. Bollard fixtures and ornamental light poles up to 12' in height, are encouraged as pedestrian area lighting. Decorative and special lighting shall also relate to the human scale.



The heights of these fixtures are in proportion to the scale of the buildings, well-placed throughout the parking lot and located within planting beds to minimize damage.

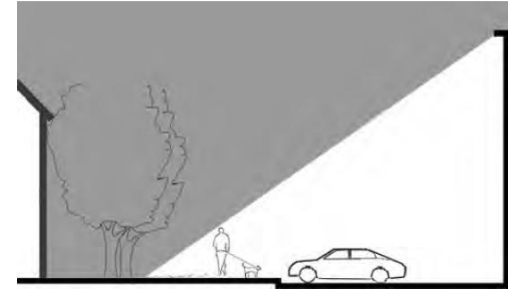


6.4 Building Facades and Other Features

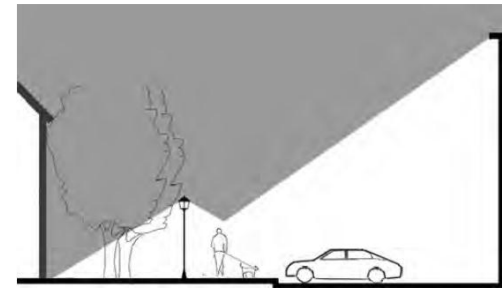
Facade lighting is a way of highlighting special architectural features and attractively landscaped areas.

Design Standards

1. Maximum level of illumination on any vertical surface shall not exceed 5.0 footcandles and be in compliance with Bolton's Zoning Regulations.
2. Lighting of the building facade and other elements shall be part of an overall lighting plan to enhance certain key architectural elements or areas with attractive landscaping.
3. All fixtures shall be properly sited, aimed, and shielded so that illumination is directed only onto the feature. Lighting fixtures shall not be directed toward adjacent streets, sidewalks or properties. The lighting plan shall demonstrate that the installation will not generate excessive light levels, cause glare, or cause skyglow.
4. Fixtures that are mounted on the facade and designed to wash the face with even light in a downward direction are preferred. Lighting shall avoid spillover onto adjacent areas.
5. Lighting shall be shielded to direct only onto a selected tree or shrub. Indirect landscape lighting fixtures, uplights and washes, are preferred.
6. Neon tubes as lighting fixtures are prohibited on building exteriors. The use of internally illuminated bands of color and/or light is prohibited.
7. Pathways and entries shall be appropriately lighted to ensure safety and direct pedestrians.
8. Utilize solar technology to reduce energy consumption and utility costs.



Lighting for pedestrian spaces and walkways needs to provide sufficient illumination for safety. Fixture location is established by the overlapping pool of illumination based on fixture height, style and lamp wattage.



In some situations, parking lot lights may be sufficient to illuminate a walkway, the illustration at the top shows insufficient lighting. To light the area behind the trees, lower mounting height is needed.

6.5 Gas Stations, Convenience Stores and Drive-Thrus

All lighting for this type of development shall provide for user safety without creating glare onto adjacent properties or roadways.

Design Standards

1. The lighting around gasoline pumps shall provide a higher level of light for the safe and effective use of pumps. All illumination shall meet, but not exceed, levels defined by IESNA recommendations for gas pump areas and be in compliance with Bolton's Zoning Regulations.
2. Recessed luminaires with flat or regressed lenses shall be used in canopies. The cut off angle shall not exceed 85 degrees *above* the vertical to make the light source invisible to passing motorists.
3. Areas beyond 20' from canopies or gas pumps shall follow the lighting design standards for parking lots
4. Light shall not be mounted on the fascia (sides) or top of the canopy; sides and tops of canopy shall not be illuminated.

Chapter 7: Signage

7.1 General – All Signage

PURPOSE: To ensure high quality, easy to read and harmonious signage is integrated into the development and while not detracting from the streetscape.

Signage shall be an integral part of the overall plan, shall be attractive and legible to serve the needs of the business and complement the site and the architecture. All new and replacement signs shall be designed to meet these standards. Signage shall provide basic, clear information about uses and businesses with visually respectful, highly legible signage. It shall demonstrate forethought in the design, size, placement, and graphic format of all signage, and is compatible and complementary with the architecture, site design and Bolton's character.

Design Guidelines

1. Reduce visual clutter.
2. A signage plan shall be developed by design professionals experienced in commercial signage or environmental graphics. The signage plan shall be submitted with the site plan for approval; signs for future tenants shall be submitted to town staff for approval.
3. Each sign shall be designed and located with the intended viewer in mind.
4. Signs shall be designed to achieve a high level of visual compatibility with the building(s) and its surroundings through the use of similar detailing, form, color, font, lighting and material.



The multi-tenant sign on the right contains more information than a passing motorist could read; the multiple colors and fonts increase the visual clutter. The left sign accomplishes many of the same intentions but is legible.

5. The shape of the sign shall complement the architectural features on the building. Simple geometric shapes are preferred for all signage. Signs shall be trimmed and detailed to complement the building.
6. Facade mounted signs shall be placed to complement the building's architecture, free standing signs shall not block motorists' line of sight or create a hazard for pedestrians or bicycles.
7. The street address shall be incorporated into the primary sign to aid wayfinding and 911 emergency response,
8. Signs indicating the entry, exit or wayfinding within a site shall complement the overall site design and be in an appropriate location and of the minimum size needed to provide direction.
9. Signs used to identify a business shall be kept simple and direct in message and content. They shall convey only the most essential information about the business. Motorists shall not be distracted by signs containing excessive information.
10. All signs shall be in compliance with Bolton's Zoning Regulations.



These facade mounted signs clearly display the name of the business at a glance.

7.2 Facade Mounted Signs

PURPOSE: *To integrate the design of facade mounted signs into the architecture of the principal structure.*

Facade mounted signs shall identify the business in a clear and direct manner.

Design Guidelines

1. Facade mounted signs shall be designed as an integral element of the architecture.
The shape and materials of the sign shall complement the architectural features on the building
2. Signs shall be located to enhance the architectural details on the building and shall not obscure any trim or other details. Signs shall be incorporated into the main entrance facade.
3. Signage shall be mounted with concealed hardware. the hardware shall be stainless steel or galvanized to prevent rust and corrosion that could stain or discolor the building

7.3 Multi-Tenant Properties

PURPOSE: To reduce visual clutter of multiple signs and contribute to the creation of a harmonious and unified development.

Multi-tenant properties shall provide legible, attractive signs that help people identify the property without contributing to the visual clutter. Signage shall stress the identity of the place (i.e. Bolton Crossings) and de-emphasize individual tenants.

Design Guidelines

1. A hierarchy of signage shall be established to facilitate wayfinding and minimize visual clutter.
2. One identifying sign in highly visible locations near the main driveway entrance shall be used to convey an overall identity for the property.
3. If individual tenants are also listed, the identification sign shall have a clear hierarchy in the display of information. Only the name of the individual tenants shall be displayed, in significantly smaller lettering. Other information such as phone numbers, hours of operation, and slogans are prohibited on the identification sign.
4. The main identification sign for multi-tenant property shall incorporate the street address into the sign to facilitate wayfinding and 911 emergency responses.
5. The design of multi-tenant signs shall be coordinated with the design of the principle building(s) in terms of color, materials, detailing, and style.



This development has a carefully integrated signage plan and a clear hierarchy of information: an identification sign is located at the site entry, signs at each building list the tenants, and each tenant has a sign at their door.



These signs stress the identity of the place and de-emphasize individual tenants. The design of each sign is compatible with the building design as well.

6. **Color Consistency.** Multi-tenant signs shall conform to a simple color and graphic palette in order to minimize the confusion and clutter of the sign. In general, multi-tenant signs, colors including the individual tenant signage shall have no more than 3 colors.
7. **Landscaping.** Landscaping surrounding the identification signs shall be consistent with the site landscaping and be incorporated within the landscaping plan.

7.4 Signage Lighting

PURPOSE: *To ensure lighting is integrated into the overall design of the sign and to meet the general requirements and objectives of the design guidelines of Chapter 6. Lighting.*

Signage lighting shall be designed as an integral part of the sign design. Lighting shall not create glare that would distract motorists or pedestrians, nor shall the degree of illumination disturb any residential property or contribute to light pollution. Signs with external illumination are preferred.

Design Guidelines

1. The illumination level on the vertical surface of externally-lit signs shall be bright enough to provide a noticeable contrast with the surrounding building or landscape without causing unnecessary glare or reflection.
2. The light fixtures of externally-lit signs shall be carefully located, aimed and shielded so that light is directed only onto the face of the sign. Ground-mounted fixtures shall be screened or partially buried to minimize the view of the light source.



These down lights complement the color and design of the architecture and are located, aimed and shielded to effectively light the sign.

3. Top-mounted lighting fixtures shall be used if they are directed downward in a manner that hides the light source. Uplighting may be used if the fixture can be aimed to prevent spillage beyond the sign.
4. Light fixtures for externally-lit signs shall be selected to complement the color and design of the sign and the architecture. Concealed light sources are strongly encouraged.
5. All lighting fixtures shall be selected for ease of maintenance.
6. Limitations on internally lit signs are listed in the Zoning Regulations. Where permitted, signs shall consist of light lettering and/or symbols set against a dark background to minimize the amount of light emanating from the sign. Internally-lit letters and symbols are preferred over whole panels that are internally-lit. Letters and symbols on panels, combined, shall constitute no more than 40% of the sign's surface area. Internally-lit signs shall not act as light fixtures or cause glare on nearby pathways or roadways. Lighting levels shall comply with the requirements of Section 3A.20 of the Bolton Zoning Regulations, Appendices A & B.
7. All signs shall be in compliance with Bolton's Zoning Regulations



This up light fixture is carefully located and aimed to illuminate the sign without spilling beyond.



Internally lit signs are discouraged; if proposed, the field area of the sign must be dark with a minimum of light lettering or symbols.

7.5 *Temporary Signs*

Temporary signs are used to convey specific information, alert the public to special events or announce a new business. The design and placement of temporary signs shall be closely related to existing sign systems, landscape improvements, and the building design to avoid visual clutter.

Design Guidelines

1. The same standards established for the content and design of permanent signs shall be applied to temporary signage.
2. Temporary signs shall be installed in locations that do not create a hazard for pedestrians or vehicles.

Chapter 8: Landscaping, Plant Selection and Design

8.1 General

PURPOSE: *To ensure plant material is properly selected for its intended use, located to ensure public safety is not compromised, appropriate for level of intended maintenance, and strengthens and reinforces the landscape and architecture without detracting from the overall design.*

Plant material shall be an integral component of all site plan developments. The applicant shall carefully evaluate the physical characteristics of each site matching it to the appropriate plant material to ensure that all plants will survive in that location. Planting design shall enhance and complement all development through the use of properly selected and placed landscaping. It shall reinforce wayfinding by emphasizing entrances and circulation patterns, accentuate buildings, create a sense of identity and provide a human scale. It shall soften the appearance of parking lots by visually reducing their scale, providing shade and adding seasonal interest and textural variety and provide screening for less attractive parts of a site and from residential properties. Color, texture, scale and rhythm can be used to add interest to the overall environment.

Design Guidelines

1. All developments shall have a landscape plan as part of the site plan prepared by a licensed landscape architect.
2. All plant material shall be hardy for the most current North American Plant Hardiness Zone map. The microclimate, prevailing winds and soil conditions shall be taken into consideration.

3. Indigenous plant material is strongly encouraged.
4. Invasive plant material is prohibited.
5. Nonnative plant material is allowed only if it complements the indigenous environment, is hardy for the zone, and is not invasive.
6. The use of plant materials and landscape elements that require a low degree of maintenance is strongly encouraged. All plantings shall be resistant to insect infestations, drought, disease, roadside salt, urban conditions, and auto emissions and be suitable for Bolton's climate.
7. Plant material shall be selected with consideration to public health, safety and cleanliness. Plants to be avoided include those with excessive, messy fruits, poisonous fruits, large thorns, or invasive growth patterns, or trees and shrubs that could provide hiding places along walkways or block the view of moving vehicles.
8. Selection shall include consideration for multi seasonal interest, wildlife value, native origination and deer resistance.
9. The landscape plan shall illustrate how planting shall be coordinated with the location of underground and above ground utilities and light fixtures. The plan shall include screening for transformers, propane tanks and similar mechanical elements.
10. Landscape design shall stress simplicity in form. Shrubs, perennials, annuals, ornamental grasses, etc. used along roadways or to define an edge shall be planted in masses or 'drifts' that emphasize colors and textures. Plantings shall be massed to soften edges, corners and pavement areas and to integrate the building into the landscape. Plantings shall not be a monoculture. Variety will encourage diverse plant communities.



Trees in a linear pattern clearly define this drive as an important entry.



By selecting landscape materials that are attractive in winter these entry drives have year-round visual interest.

11. Large spreading deciduous trees shall be planted in appropriate locations along town/ state roads to define the edge of the travelway, lessen the visual impact of the development, clean the air and add scale to the corridor.
12. Wherever practical, existing or unique or other significant plantings shall be preserved. The landscape plan shall illustrate which vegetation will be preserved and what protection measures will be taken during construction.
13. There shall be no ground disturbance within the drip edge. Transplanting and reusing trees and other plantings is strongly encouraged.
14. Any stone walls existing on the site shall be either incorporated into the site plan, or rebuilt and enhanced as part of the landscape plan.
15. Large rocks can be used as landscape elements as accents in mass plantings; where used they shall be buried for at least half their depth and incorporated into the overall design theme.
16. Turf grass is strongly discouraged because of its high maintenance, water, and chemical / fertilizer requirements. Alternative plant material shall be utilized.
17. Live ground cover and plantings are encouraged for large areas. Extensive use of bark mulch as substitute for live ground cover is prohibited. Where mulch is used, it shall consist of dark, decomposed shredded bark, with pieces less than 1' in any one dimension. Base soil should be left at the base of the plant to avoid trunk suffocation. Impermeable weed barriers are prohibited.
18. Stone mulch is strongly discouraged.
19. Plant materials and other landscape elements shall be used to create suitable buffers between residential and commercial properties. The design of buffers shall consider the

appearance from both commercial and residential viewpoints. Evergreen planting that are deer resistant are particularly effective for year-round buffering.

20. Trees and other plant material will be provided a sufficient area for root growth.

Guarantee Period. All lawns and plant materials shall be guaranteed for a period of not less than 2 years.

21. The developer shall submit a copy of a guarantee and a contract with the landscape contractor indicating the terms of the guarantee period, or a letter of credit or performance bond.

22. Unless otherwise required by site conditions, plant material shall meet the following minimum sizes at the time of installation.

Flowering Trees	2 – 2 ½" caliper (Balled and Burlaped)
Deciduous Trees	3-3 ½" caliper (Balled and Burlaped)
Evergreen Trees	5-7' height (Balled and Burlaped)
Deciduous Shrubs	24" height
Evergreen Shrubs	18" height
Perennials	1 gallon containers
Ground Covers	3" container

8.2 ***Parking Lots and Drives***

Landscaping is necessary in parking lots and drives to improve the visual appearance, reduce the visual scale of parking areas, define edges, provide shade, add seasonal interest and textural variety.

Design Guidelines



Both large and small parking lots can be greatly enhanced with a coordinated landscaping plan that includes shade trees.

1. At minimum, landscaping within parking areas shall meet the Bolton Zoning Regulations Section 15H.
2. Landscape islands shall be provided in accordance with Section 15H and 16A of the Bolton Zoning Regulations.
3. Landscape Islands shall be a minimum of 9 feet wide.
4. For every four rows of parking, a five foot island shall be used to break up the total pavement area and one deciduous canopy tree provided for every fifty (50) feet of row length.
5. Landscape islands should be coordinated in the overall layout of the parking area. Islands at the end of each parking row are strongly encouraged.
6. Islands can also be used as a vegetative swale for stormwater.
7. Parking areas are strongly encouraged to be located behind buildings and not visible from the street.
8. Avoid plant material that can damage vehicles or shallow rooted and breaking up pavement.
9. When parking is located in the front yard it shall be separated from the street by plantings, earth berms, walls and/or other landscape elements to minimize the view of vehicles from streets, roads and drives, while still allowing the public to see the building.
10. Landscape material surrounding parking lots and in islands shall be able to tolerate large quantities of snow stored during winter months. The landscape plan shall integrate with the site plan that indicates the area for snow storage.
11. The branching habit of trees shall be considered in selecting plant material near pedestrian or vehicular areas; all branches below 7' shall be pruned at the time of installation.

12. Trees that may damage automobiles (dripping sap, messy fruit, or hard seeds such as acorns) are discouraged in or around parking lots.
13. The landscaping shall integrate with the overall design of the site. Generally trees and other plantings in a linear pattern enhance a drive and reinforce the grid inherent in a parking lot.

8.3 *Coordination with Architecture and Circulation*

Landscaping can be used to enhance features of the building and direct a visitor's eye to the entry.

Design Guidelines

1. Landscaping shall be carefully selected and located to complement the building elevations without blocking entryways, signs or lighting.
2. Trees shall be predominately large shade trees and planted a minimum of 5' from the road right-of-way. Trees and other landscaping planted at intersections and driveway entries shall preserve an adequate sight triangle as determined by a traffic engineer.
3. Trees whose future branching may interfere with pedestrian movement shall be avoided. Trees selected for areas with outdoor seating shall avoid messy fruit or excessive leaf litter.
4. Prune dead or dying branches at installation.
5. Branching of shade trees shall be trimmed at time of planting and maintained to a minimum of 7 feet clear for safe pedestrian circulation.
6. Planted beds are recommended along building edges, foundations and uninterrupted walls. Plantings shall provide either a formal pattern or a naturalistic blend of heights,

colors and textures. Plants shall be generally planted in large masses or 'drifts' rather than individual specimens, to provide a pleasing effect for both the motorist and pedestrian.

8.4 *Landscape Maintenance*

Landscaping plans shall anticipate a 3-8 year growing cycle to achieve maturity for shrubs, and a 15-20 year growing period for trees to achieve maturity. Proper maintenance shall be assured so the site continues to improve as the landscaping achieves maturity.

Design Guidelines

1. A written maintenance plan shall be provided for all landscape elements. The maintenance plan shall include details on initial installation, guarantee period, replacement policy, periodic and seasonal maintenance, special considerations, use of pesticides and fertilizers, irrigation and seasonal displays.
2. All plant material shall be allowed to achieve their natural forms without excessive pruning.
3. Shaping evergreen shrubs into tight geometrical forms are strongly discouraged.
4. The use of plant material and landscape elements that require a low degree of maintenance is strongly encouraged.
5. Planting characteristics to be considered include: draught resistance, salt tolerance, tolerant of urban conditions, and disease and insect resistant
6. Where plant materials specified on the planting plan do not survive or are damaged, they shall be replaced.